

# Examination Office

Spandauer Str. 1, room 8, 10

**Office hours: Tuesday, Thursday: 09:00 a.m. to 12:00 noon**

**Submission of documents exclusively**

By e-mail: Applications of all kinds, certificates for recognition, sick notes

Via house mailbox: Master theses

Head: Mrs Kath

Administrators: Mrs Protzek +49-30-2093-99524

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[https://www.wiwi.hu-berlin.de/en/study/pa/standardpage?set\\_language=en](https://www.wiwi.hu-berlin.de/en/study/pa/standardpage?set_language=en)

# Examination Boards

## Business Administration, Economics, MEMS

### There are representatives on each examination board:

- 3 Professors
- 1 Research assistant
- 1 Student

Current representatives:

<https://www.wiwi.hu-berlin.de/de/administration/gremien/pruef aus>

### Responsibilities

- Appointment of examiners
- Supervision of the study and examination regulations
- Proposals for the reform of the study and examination regulations
- Announcement of examination dates and organization of examinations
- Timely evaluation of examinations
- Recognition of examinations and study achievements
- Processing appeals, applications
- Certificates for the Bafög office
- Certificates and academic Transcripts

# Study Office

Spandauer Str. 1, room 7

**Office hours:**

**please see the Homepage:** [https://www.wiwi.hu-berlin.de/en/study/sb/standard?set\\_language=en](https://www.wiwi.hu-berlin.de/en/study/sb/standard?set_language=en)

**Head:**

Mrs Bönisch

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**Student counselling:**

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[https://www.wiwi.hu-](https://www.wiwi.hu-berlin.de/en/study/sb/standard?set_language=en)

[berlin.de/en/study/sb/standard?set\\_language=en](https://www.wiwi.hu-berlin.de/en/study/sb/standard?set_language=en)

# Newsletter

## Information about

- Publication of the course catalog
- Announcement of the examination dates and the deadlines for examinations
- Events, lectures, application possibilities for scholarships etc.

## Subscribe and unsubscribe online:

<https://www.wiwi.hu-berlin.de/de/studium/pa>

<https://www.wiwi.hu-berlin.de/de/studium/sb>

# Teaching and exams online “AGNES”

<http://agnes.hu-berlin.de>

- Access with HU account and password
- Re-registration, enrolment certificates
- Change of address
- Timetable
- Registration or deregistration of exams in the first and second attempt
  - Exceptions: final attempt → written (via form)
  - seminars → directly via the list by the lecturer
- You will need a TAN list to register for or deregister from exams – available from the HU Computer and Media Service (CMS)
  - TAN off → AGNES – generation via TAN management yourself, picking up an old TAN!
  - TAN lost → Please contact the Examination Office

# Exams (examination dates, deadlines, results)

- Two exam periods in the semester
  - First exam period → within the lecture period and until two weeks after the semester ends
  - Second exam period → two weeks before the start of the following semester
- Examination dates, deadlines for examination registration and withdrawal  
Announcement online: <https://www.wiwi.hu-berlin.de/de/studium/pa/pruefungen/standard>
  - Winter semester until the end of November
  - Summer semester until the end of May
- Examination results via → AGNES
- Grade statistics and exam review date → <https://www.wiwi.hu-berlin.de/de/studium/pa>

# Examination registration and withdrawal via „AGNES“

- One registration period for the 1st and 2nd exam dates
  - Until the end of the registration deadline, you are free to choose either the first or second exam date – after the deadline for registration, no further registrations will be possible
- If you were ill on the first examination date, or the exam was not passed on the first attempt, you must re-register via AGNES
  - **The Examination Office will not automatically re-register you!**
  - The registration deadline for the second date is identical to the withdrawal period of the exam in question
- **Exceptions:**
  - Final attempt → written form: <https://www.wiwi.hu-berlin.de/de/studium/pa/formulare/standard>
  - Seminar → directly via the list by the lecturer
- No obligation to resit on the second exam date
  - Next possibility after one year (in the case of compulsory electives maybe later or not; these can be replaced by other lectures, if further offers are available)

# Exam rooms

- Two working days before each exam, the exam rooms will be announced via AGNES “Angemeldete Prüfungen” without TAN (working days are only Monday to Friday – except public holidays!)
- There, you find out which lecture hall your seat is in for the written examination
- At this point, you should also double-check your registration was successful



# Failure, Sick note

- Withdrawal of exams only within the withdrawal periods via AGNES
  - In case of non-appearance despite registration and admission or if the processing time is exceeded (homework, seminar papers, thesis)
  - Grade 5.0 (fail)
  
- Sick leave for examinations
  - A sick note must be submitted to the Examination Office within 3 working days (Saturday included). If sent by post, the postmark shall serve as proof of timely submission.
  - Basis of the sick note: immediate examination, no later than the day of the examination.
  - Doctor's office closed → Consult another doctor's office or the medical emergency service
  - Note on the sick note: Student ID number and examination(s) for which the sick note applies. You should submit it by post or in the university mailboxes
  - If the sick note is not accepted, the Examination Board will make a written statement to that effect.

# Resitting exams

- No resitting exams that have already been passed.
- Failed exams can be resat twice; the thesis can only be repeated once.
- Compulsory modules must be passed by the third attempt at the latest, otherwise the course can no longer be successfully completed.
- If you are registering for a final examination attempt, you cannot do so via AGNES. You must participate in a counselling session before a final examination attempt. We have made the required forms available on our homepage. Submit them to the Examination Office after the counselling session. The Examination Office will then register you.  
Form for registration and withdrawal: [https://www.wiwi.hu-berlin.de/en/study/pa/forms?set\\_language=en](https://www.wiwi.hu-berlin.de/en/study/pa/forms?set_language=en)
- Failed compulsory elective modules can be replaced by other elective modules, if another option is available.

# Master's thesis

(Business Administration, Economics, MEMS)

- Completion time: 90 days
- No admission requirements according to exam regulations
- In addition, the admission requirements of the examiners and the guidelines for students on scientific work must be observed.

→ Published by Study Office:

<https://www.wiwi.hu-berlin.de/de/studium/sb>

- Further information at your degree programme page:

<https://www.wiwi.hu-berlin.de/de/studium/pa/studiengaenge/standard>

# Catalogue of interdisciplinary electives (ÜWP)

## **10 credit points (CPs)**

- Ungraded recognition of achievements
- If grades have been awarded by other HU faculties, they are not included in the final grade

The following can be chosen :

- ÜWP modules of other HU faculties (the rules of the respective subject apply)
- Subject/non-subject courses from other universities incl. semesters abroad → Examination must be passed, no "seat tickets"
- Language courses taken at universities
- Career Center courses
- Internship (for notes, see next page)

**The following shall not be recognised :**

- Courses and examinations of the HU School of Business and Economics
- Language courses in the respective mother tongue or official language of the home country
- English courses below C2 level
- German courses for foreigners below level B2 (except MEMS)
- Courses that have already been taken for a degree
- Internships for the master's degree programme Information Systems

# Internship

## 10 credit points

- The internship must be completed within the master's degree programme, usually during the semester break.
- It is not a compulsory internship; confirmation does not have to be issued.

## Prerequisite for recognition

- 6 weeks full-time or part-time over 12 weeks with at least 50 percent of weekly full-time working hours
- Relation to the study programme

## To be submitted

- Work certificate or interim certificate in the case of continuous employment with information on the  
Duration of the internship, weekly working time  
and work tasks

## From student:

- Internship report amounting to 2 A4 pages  
The report must reflect critically on the usefulness of the competences acquired in the course of study in relation to professional practice.

# Degree and final grade



## Degree

- All study and examination achievements according to § 4 of the Study Regulations have been successfully passed.
- The master's thesis was graded at least 4.0 (sufficient).

The final grade is calculated as follows

- the grades of the final module examinations weighted according to the credit points of the modules, and
- the grade of the master's thesis (20 credit points)
- the catalogue of interdisciplinary electives is not considered

For the calculation of the final grade, in the compulsory elective modules of

- Business Administration 70 credit points
- Economics 58 credit points
- MEMS 70 credit points
- Information Systems 48 credit points

of the highest graded modules are taken into account.

This exclusion is only taken into account after completion of all examinations and studies!