

# 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

Mrs Kaiser +49-30-2093-99522

[pruefungsbuero-wiwi@hu-berlin.de](mailto:pruefungsbuero-wiwi@hu-berlin.de)

[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

+49-30-2093-99525

[boenisch@wiwi.hu-berlin.de](mailto:boenisch@wiwi.hu-berlin.de)

Student counselling:

[wiwi-studberatung@wiwi.hu-berlin.de](mailto:wiwi-studberatung@wiwi.hu-berlin.de)

[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 examinations can be repeated twice.
- Compulsory modules and the Thesis 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!