

**PRÜFUNGSAUSSCHUSS**

**Bearbeiter: Leiter des Prüfungsamtes**

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To all students of the faculty for  
Economics and Management

Ihr Zeichen, Ihre Nachricht vom:      Unsere Zeichen:      Durchwahl:      Date: 04. April 2022

## General procedural information of the Examination Office

Dear faculty of economics and management students,

Please take note of the following service-oriented information regarding contact options, basic responsibilities and organisational procedures of the Examinations Office (EO):

- **via phone** within the scope of the extended office hours
- **via e-mail**
- **via post** (see above mentioned address or **red** marked **post box** in G22, building part B / 1st floor / directly at the staircase)
- **via office hours**

	Administrative Staff	Department Head (Dr. Richter)
<b>E-Mail</b>	<a href="mailto:pruefungsamt-ww@ovgu.de">pruefungsamt-ww@ovgu.de</a>	<a href="mailto:toni.richter@ovgu.de">toni.richter@ovgu.de</a>
<b>phone</b>	+49-(0)391-67-58423/22/20	+49-(0)391-67-58421
<b>Office hours via phone</b>	<b>Mondays - Thursdays</b> 10.00 - 12.00 and 13.00 - 15.00	<b>Tuesdays - Thursdays</b> 11.00 - 12.00
<b>In-person office hours</b>	<b>Wednesdays</b> 10.00 - 12.00 and 13.00 - 15.00 Uhr	<b>Wednesdays</b> 10.00 - 12.00 Uhr



## What do I do about:

### Questions about the study programme?

- Contact your study program directors or the Dean's Office of Study Affairs (Ms Dr. Naundorf) → see links in Appendix 1
- International students can also consult the ISP-Office (Mrs Grit Vogt) → see links in Appendix 1

### Applications for exmatriculation, grade certificates, leave of absence, Bafög, etc.?

- All applications should be submitted by post or e-mail.
- After processing by the Examination Office, your application is automatically forwarded to the relevant department.

### Applications for an extension of the thesis?

- Please submit all applications together with supporting documents (e.g. medical certificate) by post or e-mail.
- You will be informed of the Examination Board's decision by e-mail and post.

### Picking up your diploma/certificate

Please refer to the separate instructions of the document found in the "Announcements" section:

*Procedure for the forwarding of the Bachelor or Master certificate*

### Thesis submission?

Please refer to the separate instructions of the document found in the "Announcements" section:

*Procedure: Submission of theses (BA/MA)*



## Appendix 1: Important contacts: Faculty of economics and management

### Overview of Study Program Directors:

- <http://www.fww.ovgu.de/fww/en/Teaching/DURING+YOUR+STUDIES/Counseling+at+the+FEM/Study+Program+Directors-p-5818.html>

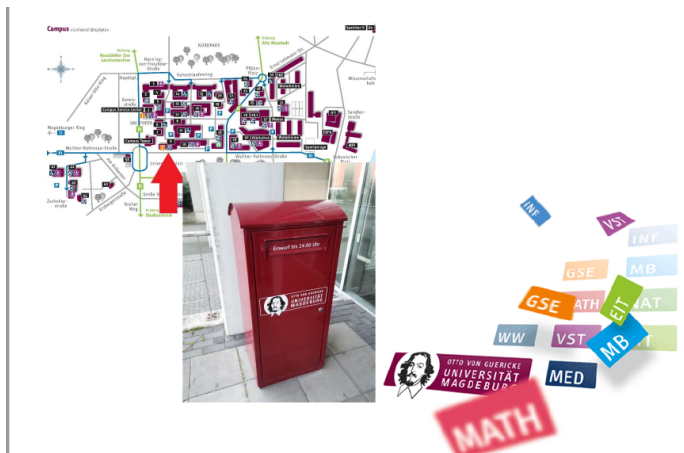
### Dean's Office of Study Affairs of FWW:

- [http://www.fww.ovgu.de/fww/en/Teaching/DURING+YOUR+STUDIES/Counseling+at+the+FEM/Dean\\_s+Office+of+Study+Affairs-p-1164.html](http://www.fww.ovgu.de/fww/en/Teaching/DURING+YOUR+STUDIES/Counseling+at+the+FEM/Dean_s+Office+of+Study+Affairs-p-1164.html)

### ISP-Office:

- <https://www.isp.ovgu.de/>

### Mail box in front of building 9:



*Kind regards*

*Your FEM examination office*