

**Questions from the Master students for the first, exam specific, townhall of the Autumn/Winter semester 2021**

**01.10. 2:15 pm**

**(the session will not be recorded but the answers will be available after in written form)**

Dear students, we are happy to answer your questions. But please also make sure to

- 1) read our [newsletter](#) regularly for important information
- 2) read your [examination regulations](#) – the basis of your study program
- 3) read the websites we provide for you, especially the [websites of the Student services](#).

Good luck with the exams and all the best!

*Your Dean's Office's Team*

1. When can we expect a final decision if exams will be online or offline? (Because some professors are going back and forth about that at the moment)
  - ⇒ All exams in Business Administration will be completely online.
2. Are there different kind of online exams or all in open book format?
  - ⇒ There are different kinds of online exams (open or closed book); your lecturer will inform you about that in due time.
3. How and until when can we withdraw from an exam for which we register now?
  - ⇒ You can **withdraw** (Abmeldung) from an exam until three days before the first exam without stating a reason (please use the [respective form](#) provided by the Student Services).
  - Until directly before the exam you need to give a reason (e.g. "Corona") in order to **de-register** (Rücktritt) from an exam. The [respective form](#) must be submitted to the Student Services Office before the exam begins (please consult the website of the Student Services Office where you can find the form for de-registration).
  - Please note** that some courses consist of several examinations (e.g. case study and written exam). You can only de-register from the complete exam. You can only withdraw before taking the first examination – that might also be a case study or presentation!
4. Is it possible to register for an exam and transfer the credits to the gÜk? Do we already have to state this at the point of registration or is there a possibility to decide this shortly before the exam?
  - ⇒ No, there is no gÜk (Globales Überlaufkonto) for MMM students. Please consult the examination board for more details.

5. How to register for an exam until 6th of October if the proof of Bachelor's Degree was not yet submitted due to the University still examining the Bachelor's thesis? (signing up for exams is due on 6th and deadline for submission of proof of Degree is due on 15th of October)
  - ⇒ You need to provide proof of your bachelor's degree (a confirmation of your bachelor university) until the deadline (15 October) but not the official transcript. Please send this via email to the Student Services and let them know for which exams you want to register. If you submit the confirmation between 6 October and 15 October you cannot register via Student Portal but you will be registered by the Student Services (extended deadline). The Student Services Office will send out an email about the details at the beginning of next week.
  
6. Where can I submit the proof of my Bachelor's degree?
  - ⇒ Please consult your letter of acceptance.
  
7. What are the rules for the de-registration of an electives exam due to the Corona Situation? And is it possible to write the exams of the elective courses in the alternate exam period and can we register for the alternate period directly?
  - ⇒ Please see question 3; There is no second exam period except for the Core Courses (CC and BE). Electives can only be registered for the first exam period. If you fail the exam or de-register with a valid reason you will be automatically registered for the second exam period.
  
8. What is the difference between the early and late registration period and when is the late registration period?
  - ⇒ The MMM has an early registration period. Only exams in electives offered by other schools (e.g. history) can be registered during the early or regular registration period (27 October to 10 November 2021). There is no "late" registration period! Please note that we can only make sure none of your exams overlap if you register for your exams by the end of the early registration period. No guarantee can be given if you register after the registration period.
  
9. Is the COVID regulation from the previous semester regarding the examination of Business Administration courses still in place this semester? I.e. can we register elective courses for the second examination period without disadvantages?
  - ⇒ Yes, see question 3 and 7.
  
10. When will the alternate examination date of the elective courses be communicated, if we plan to de-register from the first examination date due to the special situation of the coronavirus?
  - ⇒ As there are no official second examination dates for Electives, the dates communicated in January. You cannot "plan" to have a valid reason for de-registration!
  
11. Why are so many course again in an online setting? This is really disappointing.
  - ⇒ We try our best to offer as many on-campus classes as possible.

12. Is there a maximum amount of ECTS we can achieve or maximum number of exams we can register for per semester?
- ⇒ The average and recommended workload is 30 ECTS per semester. You can obtain less or more if you want to.
13. Can we choose to give exams in both the dates and take the best out of the two?
- ⇒ No. If you have passed an exam, you cannot retake it (see section 19 subsection 7 of your examination regulations). Also, you cannot register for both exam periods!
14. Is there something like a mock exam where we can test if everything is running on our PCs?
- ⇒ Yes. Your lecturer will inform you about that.
15. Would it be possible to resit in an exam (in another semester) for a chance of getting a higher grade? If yes, and if a higher grade was achieved, would it replace the older grade (the lower grade) in the academic record or would it just show that a student takes a course twice?
- ⇒ No, see question 13.
16. If I get a bad grade in one of the courses in an Area, like "Logistics Management", would it be possible to decide, that this course should not count towards my final GPA and I'm taking another course instead? Because we are flexible to choose whatever courses we want to take...
- ⇒ No, if you have passed the course, it will appear on your transcript. If you feel that you are not prepared well enough, you can fail the exam, drop the course, and choose another course instead in the next semester; this will not appear on your transcript.
17. How do failed courses appear in the academic transcript? If the course is later passed does the failed status get removed from the transcript? Do the number of attempts appear in the final transcript? Is it possible to choose to not have an elective considered in the transcript regardless of sitting for the exam?
- ⇒ Failed exams or the number of attempts do not appear in the transcript. All exams that you pass appear in the transcript.
18. Are the methods for registering and withdrawing for core, electives and limited seat electives different? If yes, could you explain how?
- ⇒ They are all the same (except that in Core Courses you can register for a second exam date)
19. What is the meaning of the different course statuses in Portal2 (e.g. "Ihr aktueller Status: Element vorhanden" vs "zugelassen", in English: "Your actual status: examination available" vs "admitted")?
- ⇒ "Examination available" means that you can register for the exam. "Admitted" means that you are admitted. Please contact UniT if you experience any insecurities.
20. How to register for non-core courses in the alternate exam period? Should we register first for December, only if we fail or not sit for 1st attempt, then we will be considered for an alternate date or we can directly postpone the 1st attempt to February?

⇒ You cannot register for the second exam date in Electives. Only if you fail or deregister with a valid reason you will be automatically registered for the second date.

21. In case we fail a core course in December, can we retake it in February? And if I am registering for the 1st attempt in February and fail that exam, do I have to wait till June/ July to retake the exam?

⇒ Yes, that is correct. Please have in mind that some core courses (BE 510, BE 511, and CC 502) are not offered every semester, but only once a year. Thus, you can only retake the exam a year later.

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