

## FACULTY OF HUMANITIES

### Examination Office

Here you can find all information about the Examination Office at the Faculty of Human Sciences.

Dear students, please note that you should always contact your responsible staff member from your student e-mail address, stating your matriculation number and your study program.

Thank you very much, your examination office team

Ina Pietrulla

- ▶ Bachelor:
  - ▶ Educational Science
  - ▶ Cultural Engineering
  - ▶ German with Interdisciplinary Profile
  - ▶ Cultural Science, Science Management, Logistics: Cultural Engineering (expiring)
  - ▶ Media Literacy: Audiovisual Culture and Communication
- ▶ Master:
  - ▶ Educational Science
  - ▶ German Language & Literature: Culture, Transfer and Intermediality
  - ▶ International Vocational Education
  - ▶ Media Literacy: Visual Culture and Communication

› Contact Details (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office/Ina+Pietrulla.html>)

› Telephone Appointments (Online Calendar) (<https://calendly.com/ina-pietrulla>)

Nancy Bunge

- ▶ ▶ Bachelor:
  - ▶ European Studies
  - ▶ Social Sciences
- ▶ Master:
  - ▶ European Studies
  - ▶ Peace and Conflict Studies
  - ▶ Social Sciences

Contact Details

Please contact Mrs. Bunge by telefon to make an appointment.

Nicole Eigl

- ▶ Bachelor:
  - ▶ Sports Science
  - ▶ Sports and Engineering
  - ▶ Philosophy-Neuroscience-Cognition
- ▶ Master:
  - ▶ International Performance Analysis of Sport
  - ▶ Sports Science
  - ▶ Sport and Engineering
  - ▶ Philosophy-Neuroscience-Cognition

› Contact Details (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office/Nicole+Eigl.html>)

› Telephone Appointment (Online Calendar) (<https://calendly.com/nicole-eigl/30min>)

Marilyn Koch-Schlenker, Anna Celina Herms

► Marilyn Koch-Schlenker and Anna-Celina Herms are responsible for the following study programmes:

- Bachelor:
  - Vocation and Education
  - Cultural Studies
- Master:
  - Teacher Training for Vocational Schools
  - Teacher Training for Grammar Schools
  - Teacher Training for Secondary Schools
  - Anglophone Cultural Studies
  - Industrial Vocational Education and Management of Vocational Education
  - European Cultural History

Jeanette Polte (FMA)

Jeanette Polte (FMA) is responsible for the study programme:

- Teacher Training for Secondary and Grammar Schools

Please note: The Faculty of Mathematics (FMA) is responsible for this degree programme. If you have any questions, please contact the > examination office there (<https://www.math.ovgu.de/Studierendenbuero.html>) .

- Contact Details

#### Forms

- Registration\_Withdrawal for exams (written\_oral)
- Confirmation of module completion
- Confirmation of participation in a module examination subject to reservation\_Only in German
  
- Registration for Admission to the Final Thesis
- Declaration of originality\_authorship
- Registration for the defense\_colloquium
  
- Recognition of achievements (study and performance records)
- Recognition of achievements abroad
- Changes to the recognition of achievements abroad
  
- Medical certificate with attachment\_German English
- Application for granting of a leave of absence\_German English
- Change of subject / degree programme
- Application for De-registration\_German English
  
- Internship contract (template)\_Only in German
- Proof of internship

#### Regulations and instructions

Optional studies

General regulations for study programmes

Examination regulations

Study regulations

Module handbooks

Internship regulations

OVGU statute concerning conducting remote examinations electronically (EFPO)  
Final thesis regulations

Resolution of the board of examiners concerning the submission of written work and theses

#### Dates, Deadlines and Examination Schedules

- ▶ **Dates and Deadlines - Application for exams**
- ▶ Examination plans, german only
- ▶ Important dates and examination deadlines of other faculties

#### Further information:

- ▶ Procedure for Examination De-Registration due to Health Issues
- ▶ Tutorial about digital applications via LSF-System german only

#### FAQ

› Please click here for the FAQ

#### News

##### **Availability of the examination office from 25.06.-27.06.2024**

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30.01.2024

##### **End of the term of office of Ms. Telle Zips as Deputy Head of the Examination Office at the FHW on the 31st of January 2024**

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##### **Absence of Mrs. Bunge**

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