

School of Business and Economics  
Department of Teaching and Studies

Dear students,

The University Management and the Technical Department have now issued binding guidelines that will enable us to carry out the written examinations in attendance from the second examination period of the winter semester 2019/2020.

The implementation will not be easy. The Fakultätsrat (faculty council) has therefore decided that only exams with less than 100 participants will be held soon. These examinations will take place from 15.06.-26.06.2020. The dates including information on registration and withdrawal deadlines as well as the hygiene concept are published on our homepage: <https://www.wiwi.hu-berlin.de/de/studium/pa/pruefungen/standard>

The still open compulsory examinations of the bachelor's programme will probably take place in the period 24.08.-28.08.2020. As soon as the concrete dates are fixed, we will inform you. The dates will be changed automatically by the examination office in AGNES.

We have to stick to the established strict hygiene concept. Therefore, please arrive at the main entrance of the School of Business and Economics in SPA 1 at least 15 minutes before your exam starts!

Access to the SPA building must be monitored and recorded. The building can only be entered through the left door of the main entrance and left through the right door of the main entrance (in the one-way street system). Identity control takes place already in the entrance area, have your badges ready to avoid queues.

Crowds of people before and after the examinations in the courtyard of Spandauer Str. 1 or in front of the building must be avoided at all costs. The property (building, courtyard) must be left immediately after the end of the exam. The safety distance of 1.5 meters must be maintained.

You will be guided to the examination room by markers in the building. There you will be directed to a marked seat, keeping a minimum distance of 1.5 metres. Before the exam, find out about the exam room in AGNES under "Registered exams" ("Angemeldete Prüfungen").

The minimum distance also valid in lifts. The use of lifts is reserved for handicapped persons.

This minimum distance must also be maintained if a toilet has to be visited during the exam.

Students who are not in Berlin for corona reasons or who cannot take part in the registered attendance examination due to pre-existing diseases or care obligations must submit an application for an alternative examination to the examination board („Prüfungsausschuss“) by e-mail by 05.06.2020. Please enter your name, matriculation number and the examination in the subject line. In the e-mail, please formulate your request briefly and state the reason for your inability to attend. The concrete diagnosis in the case of a previous illness does not have to be stated.

The alternative test is determined by the examiners. The date is arranged directly with the institutes. For this purpose it is absolutely necessary that your e-mail address is forwarded to the institutes. We therefore recommend that you use your HU e-mail address.

The request must be made separately for each notified examination, as different institutes are involved.

#### Inspection of exams / examination advice before the last attempt:

Students who did not pass the exam and wish to have some advice, please contact the institute directly for an exam review.

This also applies to examination advice before the last examination attempt, unless you wish to waive it. The registration form is available on the homepage: <https://www.wiwi.hu-berlin.de/de/studium/pa/formulare/standard>, send it after the consultation by e-mail until 29.05.2020 to: [pruefungsbuero-wiwi@hu-berlin.de](mailto:pruefungsbuero-wiwi@hu-berlin.de)

We wish you every success in this upcoming examination phase, which will not be easy for everyone involved, and above all that you all stay healthy.

Please observe the preventive hygiene measures:

According to current knowledge, the corona virus (SARS-CoV-2) is mainly transmitted by droplet infection. Especially by sneezing or coughing, pathogens can also reach the hands and other contact surfaces and thus be spread further. Each and every individual can contribute to preventing the transmission of the disease by acting responsibly:

1. Washing your hands properly: Wash your hands thoroughly with soap and water several times a day. Wash your hands as needed in the following manner: Place your hands under running water, rub the soap between your fingers for 20-30 seconds, rinse thoroughly and dry. Care for your skin regularly with cream.

2. Refrain from shaking hands: Avoid shaking hands during greetings, introductions, goodbyes, etc.

3. Keep hands away from the face: Avoid touching eyes, nose and mouth.

4. Maintain distance: Keep a safe distance of at least 1.5 metres from other people at all times, e.g. by keeping sufficient distance between seats in lectures, at conferences, in meetings, etc.

5. Cough and sneeze hygienically: Cough and sneeze into your sleeve or the crook of your arm, never into your hand! Keep the greatest possible distance from other people and turn away from the person opposite you.

6. Proper nasal hygiene: Use only paper tissues to blow your nose. Dispose of them immediately after use, preferably in a closed trash can. Do not use tissue handkerchiefs at all.

7. Ventilate regularly: In closed rooms the concentration of viruses can rise sharply. Regular airing (every hour for 3 to 5 minutes) reduces the concentration of viruses in the air.

8. Clean surfaces regularly: Clean surfaces such as taps, door handles, light switches, keyboards, etc. regularly to prevent smear infection. Conventional household cleaners are normally sufficient for this purpose; the use of surface disinfectants is recommended for intermediate cleaning in rooms for examinations.

9. In case of acute signs of disease, do not take part in the exam. In case of sick leave, the regulations according to § 107 ZSP-HU apply.

We wish you every success in this phase of the examination, which will not be easy for everyone involved, and above all that you all stay healthy.