

## COVID-19 UPDATES (10-06-2020) EXAMINATION OFFICE

### 1) POSTPONED EXAMS OF WINTER SEMESTER 2019/20

Please note that only students who already registered for the remaining winter semester exams are allowed to participate in the exams scheduled in June.

If you wish to cancel one of the exams in June, please send an email to the Examination Office (konstanze.schneider@rub.de). Students have the possibility to cancel an exam up to one week prior to the examination date. In case you cancelled one of the winter semester exams due to corona, you are allowed to re-register the exam via email. Please put the following info in the subject of your mails: [CORONA – Cancellation] or [CORONA – Re-Registration]. Don't forget to mention your name, your student-id-number and the exam.

### 2) REGISTRATION PERIOD SUMMER SEMESTER 2020: 15.06.2020 – 15.07.2020

The **automatic registration of the compulsory courses will be suspended** in the summer semester 2020. You need to register for **all exams by yourself** in **FlexNow** independently within the registration period.

In the **compulsory optional courses part**, courses with a **max. scope of 40 credit points** can be selected. If you want to register for **more compulsory optional subjects**, please select these subjects as **optional courses**.

You have the possibility to shift a course from one section to another at any time by writing an informal e-mail to the Examination Office (konstanze.schneider@rub.de).

**HINT:** After each registration or cancellation please check **carefully** in FlexNow if you are registered for the exam you want to take or if you have cancelled the exam you don't want to take.

You will **always** receive a confirmation e-mail to your RUB address, please keep these e-mails.

Please don't forget to register also for **seminar papers, project works** or **homework**, if needed.

To register for optional courses or block courses you can not find in FlexNow, please register directly at the lecturer.

### 3) EXAMINATION PERIOD SUMMER SEMESTER 2020

**Applications for disadvantage compensation** must be submitted to the Examination Office (konstanze.schneider@rub.de) during the registration phase (15.06.2020 - 15.07.2020).

**Cancellations of examinations** of the Summer Semester 2020 are possible **until one week before** the examination date. This can also be done via FlexNow or in exceptional cases by e-mail to the Examination Office (konstanze.schneider@rub.de).

**Medical Certificates** for examinations must be sent digitally during the reduced operation (as a scan or photo of the fully completed certificate form) to the Examination Office (konstanze.schneider@rub.de).

**Free attempt:** Exams that are taken in the summer semester 2020 and are not passed are considered as not taken.

#### 4) MASTER THESIS

**To register your final theses**, please send an email to the Examination Office (konstanze.schneider@rub.de). The confirmation of registration will be forwarded to the supervising chair. The possibility of issuing the topic, which can also be done by e-mail if necessary, should be clarified with the supervising chair. Please only **use your RUB e-mail address** for communication with the Examination Office.

**Theses**, which have to be handed in during the reduced operation, have to be sent as a pdf-document via e-mail to the Examination Office (konstanze.schneider@rub.de) and the supervising chair. The printed version can be submitted after the reduced operation. For the **presentation of final theses**, video-based presentations are preferred. **Extensions of theses** can be requested informally via e-mail to the Examination Office and the supervising chair. Please only use your RUB e-mail address for communication with the Examination Office.

Students can informally apply for an **extension of their final Master** thesis via e-mail to the Examination Office (konstanze.schneider@rub.de) and the supervising chair. In the case of applications for extensions for operational reasons, we ask the lecturers for informal approval, also via e-mail to the Examination Office.