

Legally Binding Examination Rules

Faculty of Management and Economics – Office of the Dean of Studies (as of: February 2026)

The following rules are binding for this exam and are intended to ensure a fair process for everyone. The supervisors will monitor compliance and enforce the rules on site; any violations will be documented, and disciplinary action may follow.

Permitted Aids

- Only permitted aids may be placed on the desk; they must be **clearly visible**.
- Electronic devices (smartphones, smartwatches, tablets etc.) are prohibited and **must be switched off**. They must be stored in **bags/ backpacks at the designated collection point** (not on person, and not under the desk).
- **Possession of unauthorised aids constitutes a violation of examination rules and will be documented.**

Identity and Attendance Check

- Candidates must have an official photo ID (and, if applicable, student ID) ready; it will be checked against the attendance list at your seat.

Start of Examination/ Handling of Exam Documents

- The examination begins only after all materials have been distributed and an explicit start instruction has been given. Prior to this, all materials must remain closed.
- **Any premature opening or work on the examination will be documented.**

Material Guidelines (Paper, Final Version, Submission)

- Only paper provided by the exam supervisors may be used. All paper must be submitted. No part of the exam may be removed from the examination room.
- Pencils may only be used if explicitly permitted (e.g. for drawings). Draft work must be clearly marked or crossed out.

Examination Conduct, Communication and Collaboration

- Communication or sharing of materials is prohibited. Questions may only be addressed by raising them with the exam supervisors.

Leaving the Room / Being Late

- Using the restroom one person at a time. Before leaving the room, hand over the exam to the supervisor.
Absence time will be documented.
- Early submissions are only permitted until the 20-minute warning. After the first departure, the room remains closed; leaving is permitted only in justified exceptional cases.
- If you arrive late, you may take the exam provided that no one else has already submitted their answers. **There is no time extension.**

End of the Examination

- The supervisors will issue a reminder 20 minutes prior to the end of the examination.
- After the examination's end: Stop working immediately. **Any work continued beyond the permitted time will be documented.**
- Collection of exam papers as instructed; everyone must remain seated until the supervisors have finished collecting all the exams.

Monitoring, Suspicious Cases, Documentation

- Random and situation-specific inspections are permitted. If there is cause for suspicion, an on-site inspection may be conducted.
- **Any suspected violation will result in disciplinary action, up to and including a failure with a grade of 5.0.**