



## Tips for the exam preparation for international students

### General Information

- In general, the exams at the School of Business and Economics account for 100% of the final course grade.
- It is your responsibility to prepare and follow-up on your weekly lectures and practice courses.

### When to begin your exam preparation

- In our experience, students begin with the exam preparation about 4 weeks before the examination date.

### How to prepare for the exams

- Some lectures are accompanied by practice courses where **exercise sheets** are done in order to apply the knowledge gained in the lecture. It is **very important** to practice the exercises from the exercise sheets. You need to be able to do the exercises by yourself, since they are a good way to prepare for possible questions in the exam.
- Some professors upload **mock exams** or exams from previous semesters to ILIAS. It is **strongly recommended** to practice these exam questions.

### When to write the exam

- There are two examination periods. The first period is at the end of the lecture period, the second one is shortly before the end of the semester break.
- If you are in Tübingen only for one semester, you have to write all your exams in the first examination period.

### Remote exams

- Remote exams may only be arranged for students who are unable to attend the exam in person since they are required by their home university to be present there during the time of the exam due to conflicting semester dates.
- Students may only schedule a remote exam for the first examination period.
- Please find further information on remote exams, as well as the application form on our website: <https://uni-tuebingen.de/de/122572>: >Downloads and Links >Application for Remote Exams

### Exam Registration

- It is **mandatory to register** for all of your exams **during the registration period (June 17<sup>th</sup> – July 5<sup>th</sup>)** by filling in the registration form and sending it to the examination office via email ([pruefungsamt@wiso.uni-tuebingen.de](mailto:pruefungsamt@wiso.uni-tuebingen.de)). Please also send a copy of the registration form to Vera Klöckner ([vera.kloeckner@uni-tuebingen.de](mailto:vera.kloeckner@uni-tuebingen.de)).
- Ms Klöckner has already sent you the registration form via email.