



Dear students,

You have been registered for an examination of the Europa University Viadrina. You will find the time and room of the examination on the attached Admission Pass.

Having regard to prevention of the pandemic, the University has taken special measures to ensure your safety and the safety of all present. Special rules of behaviour will also apply. **Please inform yourself before the examination and read the following carefully.**

Due to the requirements for reduction of the risk of infection, the buildings of the Viadrina are currently closed for general public access. The attached document is proof of your **right of entry** to the examination rooms and **must be kept with you on the day of the examination.**

Anyone who shows symptoms of an infection or for whom home quarantine has been ordered will not be allowed to enter buildings of the University. In such cases you will not be permitted to take the examination; in such cases the Entry Pass is not valid. If you enter the examination, we will take this to be your declaration that neither of these apply to you.

Should you be unable to take the examination due to sudden development of symptoms, you just need to send an informal Email to the address on the Entry Pass BEFORE the examination time. You can also deregister from the examination up to one day before on viaCampus.

#### Instruction for the day of the examination

- Please follow the rules concerning distance and hygiene.
- Entry to the examination room will be in **Boarding Groups** of max. 10 students at a time. Your Boarding Group and the time you will be let in, can be found on the Entry Pass.<sup>1</sup>

On entering and leaving the rooms it is essential that you wear a covering over mouth and nose.

To be allowed to take the examination, it is essential and required that you are **punctual**. If you are late (even by one minute), you will not be allowed to take the examination, regardless of whether you have a good reason or not, because the planned procedure would no longer be possible.

- For safety reasons it is not allowed to be in the buildings of the Viadrina before your time of entry. **Waiting areas** will be marked out for each Boarding Group in front of the building. Please keep the minimum distance of 1.5 metres from other people even during the waiting time outside and on arrival and departure. At present, it is compulsory to wear a covering over mouth and nose in local and regional transport within Berlin/Brandenburg.
- To **prove your identity**, please have your ID card or passport and also your student ID card with you as usual. As the covering over mouth and nose must be removed, appropriate safety measures will be taken.

Checking of things allowed for you to use in the examination will also take place when your identity is checked.

- All the **examination papers** will be at your seat and may only be opened when you are told you can. Please bring only your writing equipment and whatever other items are permitted to

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<sup>1</sup> If you are travelling from the Republic of Poland, you may use the Proof of Admission as evidence of the purpose for your border crossing.

help you in the examination. After entering the room, you must follow all instructions given by the examination supervisors and go to the seat allocated you by them.

- Questions during the examination will only be allowed at the supervisors' discretion; they must be made aloud, as the rules of distance do not allow for whispered questions.
- **Leaving the examination room** is only possible after the examination has finished, in the same groups and in the same order as when you entered the room.

Leave all the examination tasks, your answers, notes and unused paper in the envelope provided on the table you were seated at. If the papers you give us is incomplete, this can be classed as an attempt at cheating.

By entering the examination room, you are confirming that **you agree to leave the room only with the Boarding Group you have been allocated to**. An exception will be made for urgently necessary visits to the toilet.<sup>2</sup> Even in these cases, you will not be allowed to squeeze past people in the rows. Please therefore raise your hand and ask the supervisor if you need to go to the toilet.

If you decide against taking the examination, you can take it at the next date. We will do what we can to avoid a lengthening of your period of study. If, however, you take part in the examination, the supervisors are, as always, entitled to prevent you taking the examination if you are late or seriously disturb the examination. Non-attendance without deregistering beforehand will also count as a Fail.

Please understand that by setting these rules, the University wishes to ensure the maximum protection for your health and at the same time an orderly running of the examination. We wish you success!

Niels Helle-Meyer  
Chancellor

Prof. Dr. Eva Kocher  
Vice-President for Teaching and Learning

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<sup>2</sup> Only one person per room may go to the toilet at a time. If a candidate wishes to go to the toilet, and the row consists of fixed seating, then up to half the row will stand up and leave the row to allow the person to pass while maintaining the required distance.