Guidelines for Exams at the IFM in FS 2020

Scope
These guidelines apply to all exams at the IFM in FS 2020 except for the introductory course and the course “Current Issues in Finance”. Students of the introductory studies and the course “Current Issues in Finance” will be informed separately and will find further information on Ilias and KSL.

General rules of the University of Bern regarding exams during the COVID-19 time are communicated over the following homepage: https://www.unibe.ch/coronavirus/information_for_students/index_eng.html

Registrations
We ask students to register for the exams as they would if the exam would take place physically. This means that they need to (de)register within the registration period as specified on KSL. Students who did not register for the exam over KSL are not allowed to take the exam. Students who registered for the exam but did not participate will receive the grade 1, which will count as a try (see also COVID19-Reglement Art. 12 and 14).

Only students which are registered for the exam will receive the invitation to the Zoom session.

General procedure
The exams will take place as online exams. The exam will be uploaded to Ilias and will only be available during a specific time window. Students can then download the exam, answer the questions on their paper or by using a table/notebook which allows handwriting, take pictures/scans from their answer sheets or save them if they are using a table/notebook which allows handwriting, their students ID (or any other document that confirms their matriculation for the FS2020) as well as the signed declaration of academic integrity (Selbständigkeitserklärung) or the written acceptance thereof including the signature and upload them to Ilias before the deadline. Exams without a signed declaration of academic integrity or without the written acceptance thereof will not be graded. In order to take pictures, students need a smartphone camera or a digital camera.

To supervise the exam, students will need to join a zoom session (audio only) hosted by the institute. The zoom sessions will start 15 minutes before the exams will be available on Ilias and will end 15 minutes after the end of the exam. If students have technical issues during the
exam period, they need to immediately contact an assistant using the chat in Zoom or by phone, if they lose their internet connection.

After the exam, students will have 15 minutes to take pictures/scans and upload them to Ilias. Pictures/Scans that will be uploaded later will not be considered and will get the grade 1. Since some pictures may not be readable, we ask students to keep their solutions until their grade is available on KSL.

**Students are responsible for the submission of their electronic exams (upload to Ilias).**

In case of any problems, the exam can also be sent by e-mail to the respective assistant.

**Date and Time**

All exams will take place as indicated on KSL.

**Duration**

Exams which are scheduled to take more than 60 minutes will be shortened by 30 minutes, i.e. 120 minutes exam will take 90 minutes, 90 minutes exam 60 minutes. In combination with the 15 minutes before and after policy, the exam will take the full time amount as indicated on KSL.

Example: Exam Fixed Income, Thursday, 11.06.2020, 16:15 – 17:45 (90 minutes)

16:15 – 16:30 Start Zoom session
16:30 – 17:30 Exam (60 minutes)
17:30 – 17:45 Take pictures/scans and upload to Ilias

**Declaration of academic integrity (Selbständigkeitserklärung)**

The declaration of academic integrity (Selbständigkeitserklärung) can be found on the IFM homepage as well as on Ilias and will also be part of all exams. Students can fill out the declaration by hand, e.g. printing it out and taking a picture of the signed version or by using a table/notebook which allows handwriting or they write the following sentence at the end of their solutions to the exam:

*Mit der Abgabe dieser Prüfung bestätige ich, dass ich die Selbständigkeitserklärung zur Kenntnis genommen habe und dass ich sie akzeptiere.*

*By submitting this exam, I confirm that I have taken note of the declaration of academic integrity and that I accept its content.*

*Place and Date: Full Name and Signature:*

*Note, that we will not grade exams without a signed declaration of academic integrity.*
Technical issues

If students face a technical issue, e.g. are not able to download/upload documents to Ilias, they need to immediately inform an assistant in the Zoom session using the chat function or, if they lose the internet connection, by phone. If they fail to do so, we will not be able to account for technical issues.

<table>
<thead>
<tr>
<th>Course</th>
<th>Assistant</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Finance</td>
<td>Christian Steiner</td>
<td><a href="mailto:christian.steiner@ifm.unibe.ch">christian.steiner@ifm.unibe.ch</a></td>
<td>+41 31 631 34 78</td>
</tr>
<tr>
<td>Fixed Income</td>
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<td>+41 31 631 37 67</td>
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<tr>
<td>Real Estate Finance</td>
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<tr>
<td>Risk Management</td>
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<td>+41 31 631 37 67</td>
</tr>
<tr>
<td>Investments</td>
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<td>+41 31 631 34 78</td>
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<tr>
<td>Derivatives</td>
<td>Marc Brunner</td>
<td><a href="mailto:marc.brunner@ifm.unibe.ch">marc.brunner@ifm.unibe.ch</a></td>
<td>+41 31 631 37 67</td>
</tr>
</tbody>
</table>

It is in the responsibility of each student to check that he/she has all the material needed and that the camera and internet is working. Students are also responsible for the submission of their electronic exams (upload to Ilias).

In case of any problems, the exam can also be sent by e-mail to the respective assistant.

Cheating

Collaboration between students during the exam is strictly prohibited. Students will be asked to sign a declaration of academic integrity at the end of each exam. Cheating and other academic misconduct will result in a failing grade and additional sanctions.

Recommendations and links

We strongly recommend that students test the download and the upload to Ilias before the exam. For this purpose, we will create a dummy exam in each course folder on Ilias. Please let us know as soon as possible if something does not work.

Also make sure to take test pictures to make sure that your smartphone/camera is working as expected.

UniBe FAQ regrading exams (German only): https://www.unibe.ch/universitaet/organisation/leitung_und_zentralbereich/vizerektorat_lehre/supportstelle_fuer_ict_gestuetzte_lehre_und_forschung_ilub/corona_unterricht/alternative_pruefungsformen_fuer_das_fs_2020/faq_zu_pruefungen_fuer_dozierende/index_ger.html

UniBe Zoom (German only): http://link.unibe.ch/zoom
UniBe Exam using Ilias (German only):  https://www.unibe.ch/unibe/portal/content/e809/e878/e880/e915/e921/e939627/e940251/e952638/AnleitungPruefungablegen-mitILIAS_Studierende_2020-04_ger.pdf

Scanning documents using iOS:  https://support.apple.com/en-us/HT210336

Feedback

If you feel that the planned procedure is not working in your case, we kindly ask you to contact the respective assistant of your course at least two weeks before the exams. We will try to find a solution whenever possible.