

**COURSE REGULATIONS<sup>1</sup>**  
**OF THE**  
**INTERNATIONAL STUDY COURSE**  
**ENVIRONMENTAL AND RESOURCE MANAGEMENT**  
**(BACHELOR'S AND MASTER'S PROGRAMMES)**  
**(INCLUDING ARTICLES OF AMENDMENT OF THE COURSE REGULATIONS OF 07 JUNE 2000)**

**AS PER 7.7.1999<sup>2</sup>**

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<sup>1</sup> Translation of the legally binding German version published in the official journal (Amtsblatt) of the BTU Cottbus vol. 2/2000, 27<sup>th</sup> March 2000.

<sup>2</sup> Position Paper delivered by the Senate on the 10<sup>th</sup> February 2000, approved by the President on 21<sup>st</sup> March 2000 and announced by the Ministry for Science, Research and Culture of the Federal State of Brandenburg.

**I. General aspects**

**§ 1 Scope**

These Course Regulations govern the sequence of studies and the basic rights and obligations derived from them for students of the Bachelor's and Master's Programmes of the consecutive International Study Course "Environmental and Resource Management". The Regulations governing courses and examinations in respect of this study course at the universities involved in the international study programme are valid documents. They are equally binding for lecturers and students alike.

## § 2 Admission to study

(1) Study in this course requires due enrolment pursuant to the general regulations of Brandenburg Technical University Cottbus or one of the partner universities.

(2) Successful applicants for the Bachelor's Programme shall be those students who satisfy the admission requirements as laid down by the BbgHG [Brandenburg University Act] or by equivalent regulations of partner countries.

(3) Successful applicants for the Master's Programme shall be those students who satisfy the admission requirements as laid down by the BbgHG [Brandenburg University Act] or equivalent regulations of partner countries. Successful applicants for the Master's Programme shall be those graduates who have qualified in the Bachelor's Programme for the course of studies "Environmental and Resource Management" at the BTU Cottbus, as well as those who have obtained a Bachelor's degree or its equivalent in an environmental science course at a University of Applied Sciences (Fachhochschule), or the equivalent. The Examination Board shall determine the factor of equivalence.

(4) Foreign applicants for the Bachelor's Programme shall provide evidence of their language proficiency in the teaching language German (DSH Test) at the beginning of the third semester, given the standard duration of studies. Foreign and German applicants shall provide evidence of their

language proficiency in English (TOEFL, at least 550 points or the equivalent) at the beginning of their study period.

(5) Foreign applicants for the Master's Programme shall provide evidence of their language proficiency in the teaching language German (DSH Test) at the beginning of the 2<sup>nd</sup> year of study, given the standard duration of studies. Foreign and German applicants shall provide evidence of their language proficiency in English (TOEFL, at least 550 points or the equivalent) at the beginning of studies, provided such evidence has not already been produced during the Bachelor's Programme.

(6) Evidence of language proficiency may also be acquired in a preparatory language course.

## § 3 Standard duration of studies

(1) The course of studies for the Bachelor's Programme commences in the winter semester. Standard duration of study through to acquiring the academic degree "Bachelor of Science" is six semesters (120 hpw - hours per week) including delivery of the Bachelor thesis.

(2) The course of studies for the Master's Programme commences in the winter semester. Standard duration of study through to acquiring the academic degree "Master of Science" is six semesters (80 hpw - hours per week) including delivery of the Master thesis.

(3) The course programme is structured in such a way that the study of both programmes may be completed successfully in the standard duration of studies.

## § 4 Form of study

(1) The studies are carried out in the form of classes (lectures, practical exercises, seminars, projects, field excursions), independent study projects and individual study.

(2) The standard study schedule indicates the number of planned teaching hours for

each week of the semester (hpw), each of which lasts for 45 minutes (= one hour per week - hpw) (s. Appendices 1 and 2). Also indicated is the form of class, the credit points and recommended semester specific to a particular subject.

(3) The lecture-free period may be used for training internships, study papers and individual study.

### § 5 Organization of studies

(1) The given order of the modules and course components of the Bachelor's and Master's programmes is of an orienting nature. The given order guarantees the standard duration of studies, given appropriate performance verification results.

(2) The student has the right to organize his/her study programme individually. He/she is, however, obliged to abide by the examination regulations and to sit the examinations and produce the performance verification results indicated in the time schedule for the academic degrees "Bachelor of Science" and "Master of Science".

(3) Students are urgently recommended to attend the lectures, although this is not a requirement for the examinations and achievement assignment results.

(4) The requirements for admission to the examinations are listed in the Examination Regulations. The details shall be communicated to the students by the lecturer at the outset of a class' sequence.

(5) Apart from acquiring proficiency of language as defined in § 2, the students have the opportunity of taking an individual language course for additional language training.

(6) Courses at the BTU Cottbus are also offered and held in English. In the study programme Environmental and Resource Management, at least 50% of the programme is offered in English.

(7) All mandatory subjects in the Bachelor's Programme (Appendix 1) are usually offered in English.

(8) All subjects distinguished as basic in the Master's Programme (Appendix 2) are usually offered in English.

### § 6 Study guidance

(1) General guidance for the study programme Environment and Resource Management is given by the Study Guidance Centre (Zentrale Studienberatung, all students) or by the International Office (Akademisches Auslandsamt, foreign students).

(2) Specific study guidance for the Bachelor's Programme is given by the of the study course or by members of the Examination Board as well as by the Administrator.

(3) In the Master's Programme, specific study guidance is given by the responsible coordinator of the course in cooperation with the *Advisory Board*. The *Advisory Board* consists of one lecturer from each of the modules 9, 10 and 11.

(4) The *Advisory Board* lays down the binding personal study schedule of the Master's student in cooperation with the Examination Board at the latest by the end of the 7<sup>th</sup> semester.

### § 7 Examinations

(1) The examination procedure for the international study course "Environmental and Resource Management" is laid down in the Examination Regulations.

(2) The Bachelor's examination qualifying for the degree "Bachelor of Science" consists of the Bachelor's thesis including the presentation thereof. Requirements for admission are stipulated by the Examination Regulations.

(3) The classes listed in Appendix 1 as well as the Bachelor's Examination including its

presentation are detailed together with all performance verification and examination results on the certificate awarded for the qualification of "Bachelor of Science".

(4) The Master's examination qualifying for the degree "Master of Science" consists of the Master's thesis including the presentation thereof. Requirements for admission are stipulated in the Examination Regulations.

(5) The classes listed in Appendix 2, the study project as well as the Master's examination and its presentation are detailed together with all performance verification and examination results on the certificate awarded for the qualification of "Master of Science".

(6) Bachelor's and Master's examinations shall always be taken at the Brandenburg Technical University Cottbus. The Examination Board shall decide whether examinations and performance verification results obtained at partner universities may be recognised under the terms of the reciprocal recognition agreements and the recommendations of the ECTS. If equivalence has been established, legal claim may be asserted for due recognition.

## **II. Structure and contents of study programmes**

### **§ 8 Structure of studies in the Bachelor programme**

(1) The Bachelor's Programme is modular. One module is a complete teaching unit made up of related classes. In addition to the language training, the Bachelor Programme comprises eight modules.

(2) Differentiation is made between mandatory subjects and optional subjects in the modules 1 to 8. All mandatory subjects of any one module have to be taken and successfully completed.

(3) In addition to the mandatory subjects, the student chooses optional subjects from the entire module range, paying attention to the number of hours per week (120) to be attended and the credit points (180) to be attained as stipulated in Appendix 1.

(4) Details are laid down in the Examination Regulations.

### **§ 9 Bachelor's Programme curriculum**

(1) Module 0 serves language training. It comprises one alternative mandatory subject and optional subjects. Students may enrol for the optional subjects of language training to satisfy their own requirements. All language courses are completed by an achievement credit qualification.

(2) Modules 1 to 4 of the Bachelor's Programme focus on basic knowledge of mathematics, natural and engineering sciences as well as social and economic sciences.

(3) Modules 5 to 8 of the Bachelor's Programme prepare for the completion of studies and acquisition of the academic degree "Bachelor of Science" by focusing on specific knowledge in the fields of applied ecology, environmental technologies, energy and resource management as well as in environmental planning including the socio-economic aspects of environmental management.

(4) The classes relating to specific subjects are complemented by integrated studies (IS, FÜG). These classes concentrate on the arts, humanities and technical sciences that will help the graduates to assess their actions in future professional engagements. In the Bachelor's Programme, integrated studies are allocated to modules 4 and 8.

(5) During the Bachelor's Programme, a period of study lasting one semester (preferably the 5<sup>th</sup> semester) shall be completed at a foreign university, preferably at one of the partner universities (semester abroad). The equivalence of the classes taken and the examinations and performance verification shall be arranged and agreed upon in advance with the partner universities.

(6) The Bachelor's Programme requires four days of excursions to be completed that are specific to particular subjects.

(7) During the Bachelor's Programme a period of at least four weeks' training internship shall be completed outside the university. The training internship shall proceed as stipulated in the Rules and Regulations on Training Internship, appendix 3 of these regulations.

### **§ 10 Structure of studies in the Master's Programme**

(1) The Master's Programme is modular. One module is a complete teaching unit made up of related classes which may be placed practically optionally anywhere in the study sequence.

(2) The modules 9 – 11 of the Master's Programme build up on the study contents of the Bachelor's Programme.

(3) Differentiation is made between basic subjects, supplementary subjects and methodology in the course of modules 9 -11. This breakdown is of an orienting nature.

(4) All classes mentioned under modules 9 - 11 in Appendix 2 are optional subjects to be selected in the light of the number of hours per week (80) to be attended and credits (120) to be achieved. They shall be completed with a performance verification that is subject to grading.

(5) The student selects one of the modules as a major subject. The two other modules are deemed minor subjects. The minimum scope of studies relating to the respective modules, the type of achievements attained prior to examination and the type of examination are governed by the Examination Regulations.

(6) In addition to the optional subjects from the modules, one study project (module 12) shall be enrolled for and duly completed with a performance verification that is subject to grading. Study projects are interdisciplinary,

focus-oriented classes, consisting of project seminars, practical courses and individual reconnaissance on the part of the student.

### **§ 11 Master's Programme curriculum**

(1) Module 0 serves language training. It comprises one alternative mandatory subject (unless already taken in the Bachelor's Programme) and optional subjects. Students may enrol for the optional subjects of language training in line with their own requirements. All language courses are completed by a performance verification.

(2) The modules 9 - 11 in the Master's Programme focus on further theoretical and application-orientated skills in environmental and resource management. They are completed by a practice-orientated study project (module 12).

(3) During study for the Master's Programme, one semester shall be completed (preferably the 3<sup>rd</sup> or 9<sup>th</sup> semester) at a foreign university, preferably one of the partner universities (semester abroad). The equivalence of the classes taken and the performance verifications and examinations achieved shall be arranged and agreed upon in advance with the partner universities.

(4) In the Master's Programme, four days of excursions specific to particular subjects shall be completed. The excursions undertaken for the Bachelor's Programme shall be recognised and included.

### **III. Concluding Provisions**

#### **§ 12 Effective date of these Regulations**

(1) These Study Regulations shall become operative on the day following their publica-

tion in the official journal of the Brandenburg Technical University Cottbus.

## Appendices

The tables indicate the recommended semester specific to the respective subject (for the Master Programme only distinguished between winter and summer semester), the stipulated number of hours per semester, as well as the type of classes (first figure - lectures, second figure - practicals, exercises and seminars).

### Appendix 1: Time schedule for the Bachelor's Programme

#### Module 0: Languages courses

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Alternative mandatory class</b>								
0001. German for foreigners, basic course	0+2	0+2					4	4
0002. Scientific English, basic course	0+2	0+2					4	4
<b>Additional classes</b>								
0003. German for foreigners, Supplement			0+2	0+2			4	0
0004. Scientific English			0+2	0+2			4	0
0005. English conversation			0+2	0+2			4	0
0006. English for Law	0+2						2	0
Subtotal of mandatory classes	2	2	0	0	0	0	4	4

#### Module 1: Natural sciences

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0101. Physics 1	2+2						4	5.5
0102. General and inorganic chemistry	2+2						4	5.5
0103. Biology		2+2					4	5.5
<b>Optional classes</b>								
0104. Measuring techniques		2+0					2	3.5
0105. Physics 2		2+2					4	5
0106. Physics and chemistry of the atmosphere				2+0			2	3
0107. Geodesy and cartography	1+1						2	2.5
0108. Organic and analytical chemistry		2+2					4	5
0109. Physical chemistry				2+1			3	4
0110. Instrumental analysis			2+2				4	5
Subtotal of mandatory classes	8	4	0	0	0	0	12	16.5

### Module 2: Mathematics and computer sciences

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0201. Mathematics 1	4+2						6	8
0202. Mathematics 2		4+2					6	8
0203. Computer science			2+2				4	5.5
<b>Optional classes</b>								
0204. Optimization			2+2 <sup>1</sup>				4	5
			4+2				6	7.5
0205. Statistics			2+2 <sup>1</sup>				4	5
			4+2				6	7.5
0206. Environmental informatics				2+0			2	3
0207. Statistical ecology				1+1			2	2.5
0208. Geoinformatics						1+1	2	2.5
Subtotal of mandatory classes	6	6	4	0	0	0	16	21.5

<sup>1</sup> = Alternative offer

### Module 3: Engineering sciences

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0301. Process engineering			4+0 <sup>2</sup>				4	6
			4+2				6	8
0302. Control engineering				2+2			4	5.5
0303. Fluid dynamics				2+0 <sup>2</sup>			2	4
				2+2			4	5.5
<b>Optional classes</b>								
0304. Technical thermodynamics 1			2+2				4	5
0305. Technical thermodynamics 2				2+2			4	5
0306. Applied mechanics		2+2					4	5
0307. Technical hydromechanics				2+0			2	4
0308. Materials science		2+0					2	3
0309. Constructional techniques				2+0			2	4
Subtotal of mandatory classes	0	0	4	6	0	0	10	15.5

<sup>2</sup> = Alternative offer, upper number is the minimum required

#### Module 4: Social sciences and economics

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0401. Intercultural and interdisciplinary communication	0+2						2	3
0402. Economics			2+0				2	3
0403. Business administration		2+0					2	3
0404. International environmental law		2+0					2	3
<b>Optional classes</b>								
0405. Sociology				2+0			2	3
0406. Development of social competence					0+2		2	3
0407. Intercultural management				0+2			2	3
0408. Culture, environment and international politics				0+2			2	3
0409. Contract and civil liability law						2+0	2	3
0410. Environmental management as a social and political process						0+2	2	3
0411. Ethics and ecology			0+2				2	3
0412. Epistemological problems of ecology and resource management						0+2	2	3
Subtotal of mandatory classes	2	4	2	0	0	0	8	12

#### Module 5: Applied ecology

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0501. Integrated abiotic resource protection			4+0				4	6
0502. Conservation of regional and global biodiversity				2+0			2	3
<b>Optional classes</b>								
0503. Special ecology (ecology of habitats)				2+0			2	3
0504. Land use and habitat management by animals	0+2						2	3
0505. Ecological laboratory methods					0+4		4	5
0506. Ecology of wetlands		2+0					2	3
0507. Environmental geology			2+0				2	3
0508. Principles of ecological engineering			0+2				2	3
0509. Excursions							4 days	0
Subtotal of mandatory classes	0	0	4	2	0	0	6	9

### Module 6: Environmental technologies

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0601. Process and product integrated resource protection					2+0		2	3
0602. Disposal management						4+0	4	6
<b>Optional classes</b>								
0603. Soil treatment					2+0		2	3
0604. Air pollution management						2+0	2	3
0605. Waste water and sludge treatment			2+0				2	3
0606. Hygiene and toxicology						2+0	2	3
0607. Solid waste treatment					2+0		2	3
0608. Particle and aerosol measurement					2+0		2	3
0609. Dust removal						2+0	2	3
Subtotal of mandatory classes	0	0	0	0	2	4	6	9

### Module 7: Economics of raw material and energy

Class	1. sem	2. sem	3. sem	4. sem	5. sem	6. sem	Hpw	Credits
<b>Mandatory classes</b>								
0701. Introduction to "Environmental and Resource Management"	2+0						2	3
0702. Raw materials and resource economics				2+0			2	3
<b>Optional classes</b>								
0703. Technology and utilization of renewable energy sources				2+2			4	5
0704. Safety technology in process industries						2+0	2	3
0705. Modern cycle economy					2+0		2	3
0706. Transport management						2+0	2	3
0707. Industrial ecology			2+0				2	3
0708. Life cycle analysis in agriculture			0+2				2	3
Subtotal of mandatory classes	2	0	0	2	0	0	4	6

**Module 8: Environmental planning and socio-economic aspects**

<b>Class</b>	<b>1. sem</b>	<b>2. sem</b>	<b>3. sem</b>	<b>4. sem</b>	<b>5. sem</b>	<b>6. sem</b>	<b>Hpw</b>	<b>Cre- dits</b>
<b>Mandatory classes</b>								
0801. Integrated environmental planning					0+2		2	3
0802. Environmental and resource economics				2+0			2	3
<b>Optional classes</b>								
0803. Environmental planning in enterprises					2+0		2	3
0804. Environmental history					0+2		2	3
0805. History of ecology and nature conservation			0+2				2	3
0806. Communication and cooperation-training for executives				0+2			2	2
0807. Human ecology					0+2		2	3
0808. Environmental history and policy				2+0			2	3
0809. Environmental management 1: legal instruments of environmental management					2+0		2	3
Subtotal of mandatory classes	0	0	0	2	2	0	4	6

<b>Bachelor thesis</b>						<b>4</b>	<b>4</b>	<b>6</b>
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**Summary**

	<b>1. sem</b>	<b>2. sem</b>	<b>3. sem</b>	<b>4. sem</b>	<b>5. sem</b>	<b>6. sem</b>	<b>hpw</b>	<b>cre- dits</b>
Sum of mandatory classes	20	16	14	12	4	8	74	105.5
Sum of optional classes to be signed up	2	6	6	8	14	10	46	74.5
<b>Total no. of hours per week and credits</b>	<b>22</b>	<b>22</b>	<b>20</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>120</b>	<b>180</b>
Share of optional classes in %	9	27	30	40	78	56	38	41

## Appendix 2: Time schedule for the Master's Programme

<b>Module 0: Language education</b>				
	<b>WS</b>	<b>SS</b>	<b>Hpw</b>	<b>Credits</b>
<b>Alternative mandatory class</b>				
<b>0001. German for foreigners, basic course</b>	<b>0+2</b>	<b>0+2</b>	<b>4</b>	<b>4</b>
<b>0002. Scientific English, basic course</b>	<b>0+2</b>	<b>0+2</b>	<b>4</b>	<b>4</b>
<b>Additional classes</b>				
0003. German for foreigners, advanced course	0+2	0+2	4	0
0004. Scientific English, advanced course	0+2	0+2	4	0
0005. English conversation		0+2	2	0
0006. English for law	0+2		2	0
Subtotal of mandatory classes	2	2	4	4

<b>Module 9: Scientific aspects of ERM</b>				
	<b>WS</b>	<b>SS</b>	<b>Hpw</b>	<b>Credits</b>
<b>Optional classes</b>				
<b>Basic</b>				
0901. Land use and soil protection	2+0		2	4
0902. General ecology	2+0		2	4
0903. Aquatic ecology	2+0		2	4
<b>Supplementary</b>				
0904. Applied geology		2+0	2	3
0905. Management of soil resources		2+0	2	3
0906. Surface and groundwater management		2+0	2	3
0907. Ecotoxicology		2+0	2	3
0908. Environmental biogeochemistry		0+2	2	3
0909. Atmospheric chemistry and physics		2+0	2	3
0910. Modeling of ecosystems		2+0	2	3
0911. Element fluxes in ecosystems		2+0	2	3
0912. Alternative land use systems and bioenergy production	0+2		2	3
<b>Methods</b>				
0913. Practical training in hydrogeology		0+2	2	2.5
0914. Computer-aided methods in landscape ecology		0+2	2	2.5
0915. Field course in terrestrial ecology		0+2	2	2.5

0916. Field course in stream ecology		0+2	2	2.5
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<b>Module 10: Technological aspects of ERM</b>				
	<b>WS</b>	<b>SS</b>	<b>Hpw</b>	<b>Credits</b>
<b>Optional classes</b>				
<b>Basic</b>				
1001. Recycling technologies	2+1		3	5
1002. Integral use of renewable raw materials		2+0	2	4
1003. Waste management		2+2	4	5.5
<b>Supplementary</b>				
1004. Water supply and disposal systems		2+0	2	3
1005. Advanced waste water treatment	2+0		2	3
1006. General energy economics (= 350301, 350302)	2+2		4	5
1007. Energy management (= 350305)		2+0	2	3
1008. Energy process engineering		2+2	4	5
1009. Electrical energy technology (= 350111)	2+0		2	3
1010. Gas transmission and distribution networks	2+0		2	3
1011. Strategies for the protection of the earth atmosphere		1+1	2	3
1012. Environmental balancing of products and processes		2+1	3	4,5
1013. Processes, plants and methods of thermal environmental protection (= 440312, 440313)	2+0	2+0	4	5
<b>Methods</b>				
1014. Soil restoration technologies	0+2		2	2.5
1015. Surface water restoration technologies		0+2	2	2.5
1016. Environmental protection and loss prevention in process industries	0+2		2	2.5
1017. Aerosol technologies		2+2	4	4.5
1018. Processing and beneficiation of raw and residual materials		2+2	2	4.5
1019. Exercises on product stewardship		0+2	2	2.5

<b>Module 11: Socio-economical aspects of ERM</b>				
	<b>WS</b>	<b>SS</b>	<b>Hpw</b>	<b>Credits</b>

<b>Optional classes</b>				
<b>Basic</b>				
1101. Environmental impact assessment	2+0		2	4
1102. Public environmental management and policy		2+0	2	4
1103. Cost-benefit analysis in environmental protection		2+0	2	4
<b>Supplementary</b>				
1104. Environmental management and generic management in enterprises		2+0	2	3
1105. Urban ecology and planning		0+2	2	3
1106. Ecological discourse and dialogue (= 410603)	2+0		2	3
1107. Human factor and ergonomics (= 502315)		0+2	2	3
1108. Technology assessment (= 501113)		0+2	2	3
1109. Knowledge for the future (= 501115)	2+0		2	3
1110. Environmental management 2: risk management, eco-management and audit scheme, and environmental balances	2+0		2	3
<b>Methods</b>				
1111. Exercises on management of energy and raw materials		0+2	2	2.5
1112. Methods of biodiversity assessment		0+2	2	2.5
1113. Excursions			4 days	

<b>Module12: Study project</b>				
	<b>WS</b>	<b>SS</b>	<b>Hpw</b>	<b>Credits</b>
<b>Study project</b>	<b>0+5</b>	<b>0+5</b>	<b>10</b>	<b>15</b>
<b>Master thesis</b>		<b>20</b>	<b>20</b>	<b>30</b>
Subtotal of mandatory classes	5	25	30	45

<b>Summary</b>				
	<b>WS</b>	<b>SS</b>	<b>Hpw</b>	<b>Credits</b>
Sum of mandatory classes	7	27	34	49
Sum of optional classes to be signed up	33	13	46	71
<b>Total amount of hpw and credits</b>	<b>40</b>	<b>40</b>	<b>80</b>	<b>120</b>
Share of optional classes to be signed up	83 %	33 %	58 %	59 %

## **Appendix 3: Rules and Regulations for Training Internships of the Study Course Environmental and Resource Management**

### **§ 1 Goals**

(1) In accordance with the course regulations of the international study course "Environmental and Resource Management" (Bachelor's Program), practical work in the form of a training internship is to be carried out.

(2) The goal of this training internship is to impart onto the students organizational, technological, environmentally-relevant and socially important knowledge in order to further their motivation and interest in a successful academic career and prepare them to enter the working world.

(3) The training internship is an integral part of this study course. This requirement can neither be waived nor shortened. Exceptions to this rule can be found in section 6.

### **§ 2 Type and Duration of Training Internships**

(1) The training internship should last no less than 4 weeks and should as a rule be completed in one part.

(2) Students must complete their training internships before the end of the 5<sup>th</sup> semester of regular Bachelor studies.

(3) Students are expected to work independently at their place of training and to participate in selected organizational, technical and manual activities. They are to gain basic practical knowledge in accordance with the educational outline of this programme. This should consist chiefly of problem analysis and presentation, product structure and mode of action, project management, and the application of technical concepts. Students should leave with an understanding of the economic, social and

ecological goals of the institution where they have conducted their practical training, and how these goals are being fulfilled.

(4) Petitions for accreditation of completed professional training, or special work in military or civil service (outside of regular military education) may be accepted as fulfilment of this requirement, as long as these activities comply with the goals of the practical training. When petitioning for such accreditation, relevant documents verifying participation in these programmes must be handed in to the Internship Advisor. Participation in training internships conducted before high school graduation will not be accepted as fulfilment of this requirement.

### **§ 3 Placement and Performance**

(1) Students are responsible for selecting a suitable institution or program for their training internship. Chambers of industry and commerce can be consulted for assistance on this matter.

(2) The BTU Cottbus does not offer any training programs or internships. However, instructors may be of help in finding training opportunities.

(3) Permission to conduct training internships in universities and in research institutions connected to universities may be given as long as these positions comply with the goals of the practical training and are pre-approved by the Internship Advisor.

### **§ 4 Verification and Accreditation**

(1) Certificates of Participation in the training internships are to be issued by the respective institutions. This document should clearly state the name and place of the

institution, type of work performed and the duration of the programme.

(2) In order to receive credit for the training internship, the following documents are to be submitted to the Internship Advisor:

- An informal document (application) containing the student's name, matriculation number, field of study, type of training internship, and number of weeks to be accredited.
- The original Certificate of Participation in the training internship (see example Certificate of Training Internship).

(3) The Internship Advisor will decide whether the training internship complies with the training regulations and if credit is to be given.

(4) The Internship Advisor can prescribe further weeks of training if the submitted documents indicate that the training internship performed did not sufficiently comply with the aforementioned goals.

(5) The Accreditation Certificates issued by the Internship Advisor have to be submitted

to the examination office at the latest by the registration date of Bachelors thesis.

## **§ 5 Training Internships Abroad**

(1) Students are encouraged to perform their training internships abroad as long as the training complies with these rules and regulations.

(2) Proof of practical training can be provided in the language of the country where the training has taken place. In cases where the language is neither German nor English, this document must be accompanied by a certified translation to one of these two languages.

## **§ 6 Deciding Authorities**

(1) The Faculty Board will select an Internship Advisor and his/her Deputy who will be in charge of all facets of the training internship.

(2) The Examination Board will have final say in case of any questions regarding the compliance of these rules and regulations.

**Example**

**Certificate of Training Internship**

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Ms./Mrs./Mr.

.....  
(name) (first name)

completed from ..... to .....

a practical training at

.....  
(company/organisation)

including the following tasks:

department/type of work from to weeks

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.....  
.....  
.....  
.....

Days missed during the practical training: .....

Remarks:

....., the.....

(stamp)

(signature)