

Explanation Guide for

**Environmental and Resource Management**

**ERM Bachelor**

Explanation on

**Specific Programme Study and Examination**

**Regulations**

**(ExR. 2017) (StPO 2017)**

and

**BTU Bachelor General Examination and Study**

**Regulations**

**(GExR. 2016) (RahmenO. 2016)**

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## 1 Explanation of:

### 1.1 Mandatory Modules

### 1.2 Compulsory Elective Modules

### 1.3 Complementary Modules

### 1.4 Credit Points (CP)

The curriculum of the Environmental and Resource Management Bachelor Study Programme consist of 19 mandatory modules and 12 compulsory elective modules (§6 & Appendix 1 ExR). For each module you have passed successfully, you will get 6 Credit Points (CP) according to the European Credit Transfer System (ECTS). The ERM Bachelor programme is a 6-semester study programme. To complete it you have to achieve 180 ECTS credits, 30 each semester.

## Modules

The Bachelor programme consists of different types of modules

- mandatory modules
- compulsory elective modules
- complementary modules

Modules have 6 credits, except for the Bachelor Thesis (12 credits). In order to finish a module successfully you need to pass all exams described in the assessment mode of the module description. Each module takes one semester, generally.

### 1.1 Mandatory Modules

- Have to be taken
- Some are prerequisites for further mandatory and compulsory elective modules (<http://www.zv.tu-cottbus.de/moveron/admin/portal.php>)
- Grades for them are incorporated into the overall grade

**B1:** Introduction to ERM

**B8:** Biology

**B2:** Mathematics for Engineering

**B9:** Ecology

**B3:** Mathematics for Engineering 2

**B 10:** Freshwater Conservation &  
Water Resource Management

**B4:** Statistics

**B11:** Basic Soil Science

**B5:** Basic Natural Sciences

**B12:** Geosciences & Natural Resources

**B6:** Sociology

**B13:** Economics & Social Instruments of ERM

**B 17:** Business Administration

**B14:** International Environmental Law

**B 19:** Sustainable Waste Management

**B 15:** Corporate Environmental Protection

**B 20:** Atmosphere

**B 16:** Integrated Environmental Planning

## 1.2 Compulsory Elective Modules

- Not less than 24 CP have to be obtained from the listed compulsory elective modules (usually 24 CP correspond to 4 modules)
- Up to 12 CP (2 compulsory elective modules) can be replaced by Complementary Modules (§9 (1) ExR)
- Grades for them are incorporated into the overall grade

**B 18:** Instrumental Analysis &  
Physical Chemistry

**B 25:** Environmental Biotechnologies

**B 21:** Ecosystem and Landscape  
Management

**B 26:** Renewable Resource Management

**B 27:** Philosophy of Ecological Sciences

**B 22:** Soil Protection and Management

**B 28:** Philosophy of Technology and Nature

**B 29:** Environmental Social Sciences

**B 23:** Earth System Analysis

**B 30:** Intercultural Competence

**B 24:** Ecosystems Analysis

**B 32:** Safety Technology

## 1.3 Complementary Modules (See §9 ExR)

Complementary modules may substitute 2 compulsory elective modules (12 credits). They need to be approved in advance by the head of the study programme and the head of the examination board. Complementary modules listed on the official timetable are already approved. Registration for module examinations of complementary modules cannot be done online and must be registered manually at the Student Registrar's Office; registration by e-mail is also possible.

- Other in English taught modules at BTU (§9 (1) ExR), which are not listed in appendix 1 of the Examination Regulations (for instance language classes, study projects, modules from other study programmes → all modules have to be taught in English!!)
- For modules from the ERM Master-Program only 6 credits can be achieved
- Complementary modules can be chosen freely
- List of approved complementary modules can be found in the timetable

- Unapproved modules require an advance approval of the head of the Examination Board
- Grades for them are incorporated into the overall grade.  
(Modules obtained outside the BTU are excepted from this regulation, e.g. modules from the semester abroad.)
- Complementary modules do not necessarily have to comprise 6 credits.

#### 1.4 Credit Points (CP) (see §10 GExR)

##### Interpretation:

CP reflect the individual workload of a student. The workload is set between 1,500 and 1,800 hours per year of study. Thereby 1 credit corresponds to 25 up to 30 hours of workload that a student dedicates to the module, including time spent in class and time spent for the preparation for the class. The amount of credit points per module is fixed in the course regulations.

Within the ERM Bachelor Programme the total amount of credits for mandatory modules is 114. For compulsory elective modules the total credits are 24. Bachelor Thesis is giving 12 credits and Semester abroad minimum 18 and maximum 36. The scope of the programme according to the curriculum is 180 CP (see §5 ExR).

If the required credits are not achieved at the given deadline for reasons of their own, then generally no further performance verifications in the course of BTU are allowed.

##### When credit points are given?

(§10 GExR)

For successful participation and the fulfilment of the assessments you will receive the credits of the respective module.

- If you at least pass the module, you are given all the amount of credits assigned for this module.
- For extra-university activities related to the study course like study projects. Subject to the confirmation by the examination board

##### When is the amount of the Credits important?

- In order to **graduate from the Bachelor programme**, you need 180 credits (§5 ExR).
- If you have a **scholarship**, every year your academic progress is evaluated in order to prolong your scholarship. You are required to gain a particular minimum of the credit points per year.

**Note:** In order to apply for the **Bachelor thesis**, you need **150 credits** (§8 ExR).

## 2 Proceedings when:

- 2.1 Registration for Module Examination
- 2.2 Going for your semester abroad
- 2.3 Registration for Bachelor thesis
- 2.4 Getting subjects recognized from other universities

### 2.1 Registration for Module Examinations

Registration of a Module in the online-portal implicates its examination. Students have to register for all Modules Examination within the registration period. According to the module examination (§12 and §23 GExR) there are two different types of modules (Table).

REGISTRATION OF MODULES*		
<b>types of module examinations</b>	<b>Continuous assessment ( MCA)</b>	<b>Final Module Examination (MAP)</b>  Prerequisite to take the Final Module Examination ( <b>Prerequisite + MAP</b> )**
<b>start of registration</b>	beginning of the lecture period  <b>modules with limited number of participants (TB):</b> registration within two weeks before start of lectures	
<b>end of registration</b>	three weeks after start of lecture period	
<b>end of deregistration</b>	End of the third week of lecture period every semester.	one week before beginning of examination period in which the examination date is offered for the <b>first time</b>
<b>repetition (after failure, absence or for retake)</b>	within the cycle of offer (to be registered for again)	each semester (to be registered for again)
<b>examination intervals</b>	during semester	1. end of lecture period (one week preparation, two weeks examination)  2. two weeks before start of next lecture period

Table: Registration of Modules

\* Other rules apply to »Graduate Thesis/External Practical Trainings/Excursion«. Please read the General Examination and Study Regulations.

**\*\* Prerequisite to take the Final Module Examination (Prerequisite + MAP):** Participation in an oral or written final module examination may be bound to the successful completion of prerequisites. Prerequisites already acquired remain valid if the examination is repeated within two semesters. Failure to acquire the necessary prerequisites leads to automatic deregistration from the final module examination.

You can also find more information on Module Examinations on the website of the Admissions and Registrar's Office (including repetition of failed exams or for the improvement of grades and retakes, irrevocable failing grade, illness and incapability, etc.).

There will be an introductory meeting about online registration in the beginning of the winter semester.

## 2.2 Going for your semester abroad

The semester abroad is a mandatory part in the Bachelor programme, recommended to be taken in the 5<sup>th</sup> semester.

- Students can apply at partner universities through different exchange programmes (GE 4, STUDEXA, Erasmus+) coordinated by the International Office
- Students can apply at other universities as "free-mover" is also possible
- a separate **semester abroad meeting** in December every year

Keep in mind that you need:

- A Learning Agreement, indicating all the subjects planned to take during the semester abroad, signed by the head of the examination board in advance, affirms the recognition of the credits and courses studied abroad
- To achieve minimum of 18 credits or maximum 36 credits during your Semester Abroad
- To prove your classes and credits within 6 months after finishing your semester abroad by presenting an official Transcript of Records from the university abroad
- Not to pay tuition fees at our partner universities but most probable at non-partner universities

**Note:** All classes taken during the semester abroad will be counted as complementary modules. If you cannot achieve the average amount of 30 credits, you can choose compulsory elective modules in advance or after completing the semester abroad to fill in the gap.

## 2.3 Registration for Bachelor thesis

The Bachelor thesis is planned to be taken in the sixth (last) semester. To register your Bachelor thesis the following requirements have to be provided to the Admission & Registrar's Office:

- Proof of enrolment in the study course
- Semester abroad recognition
- Proof that you have passed all mandatory modules successfully
- Proof that you have achieved 150 credit points (credits of all your performance verifications are registered at the examination office)
- Application form filled in at the Examination Office
- Proof of the contact with the supervisor and the topic of the thesis

The Bachelor thesis has to be managed appropriately parallel to the general schedule. Completion time is 4 months.

## 2.4 Getting subjects/semesters recognized from other universities (see § 22 GExR)

Examination results, performance verifications and credit points shall be recognized provided their equivalence has been proved.

Means: If you have already taken one of the subjects at another university or academic institutions, then they can be recognized at BTU.

### You need:

- Exact description of the course that you took in another institution: topics and keywords, hours per week, credits, grade, etc.
- Fill in a special form called "Request to receive academic recognition for academic performances and credit points", and submitted to the coordinator of the study programme.

According to § 9 (3&4) ExR a semester at a foreign university can be recognized as semester abroad as long as it is not necessary to get an admission for the study programme.

**Note:** Recognitions can only be requested only within the first semester after the enrolment.

### **3 What is the process of?**

#### **3.1 The grade calculation**

#### **3.2 Repetition of Module Examination**

#### **3.3 Improvement Attempt & Free Attempt**

#### **3.3 Grade Evaluation**

#### **3.1 The grade calculation**

Every examination, evaluated and graded, makes up part of the final grade.

The grade of Bachelor Thesis consists of the grade for the written thesis (75%) and for the presentation/defence (25%). It is part of the final grade.

#### **3.2 Repetition of Module Examination** (see the Annex)

If you fail a module examination you have 2 chances for repetition. For MAP you need to repeat only the end examination. MCA shall be repeated completely.

- The first repetition has to be carried out within the next 2 semesters (§ 16 (5) GExR).
- The second repetition has to be carried out, latest 2 semesters after the first repetition (means one year after the 2<sup>nd</sup> try).
- In case you fail the Bachelor thesis you may repeat it only once.
- Registration to repeat a MAP examination must take place at the latest one week prior to the examination period in which the exam date is offered.
- Prerequisite + MAP: If prerequisite was failed -> repeat complete module in another semester; if prerequisite was passed -> see table 1
- Registration to repeat a MCA shall be done as shown in point 2.1. In case of repeating the Bachelor thesis, see point 2.3.

#### **3.3 Improvement Attempt & Free Attempt (§ 17 GExR)** (See the Annex)

- Students have the possibility to improve the grade of a module, which has been passed during the regular study period. The grade improvement needs to be requested beforehand. If an improvement couldn't be reached the previous grade counts.
- In case a student fails a module examination the student can request a so called "free attempt". Through the free attempt a failed examination of one module is considered as not done (not recorded). A free attempt can only be requested for module exams that have been



failed for the first time during the regular study period and when the first attempt was carried out within 2 semesters after the fail. The request for the free attempt has to be done before the second repetition has been registered.

The requests for the described grade improvement & free attempts have to be done at the Examination Office and can be used in total 2 times (2x grade improvement or 2x free attempts or 1x grade improvement & 1x free attempt). The explained regulations are not applicable for the Bachelor thesis.

### **3.4 Grade Evaluation (§ 22 GExR)**

The respective examiners evaluate the individual performance in the form of grades. The following grades scale are to be used:

- 1.0/1.3: very good - an excellent performance
- 1.7/2.3: good - a performance that lies above average requirements
- 2.7/3.0/3.3: satisfactory - a performance that meets average requirements
- 3.7/4.0: sufficient - a performance that meets the average requirements, though lacking
- 5.0: fail - a performance that lacks severely and therefore does not meet the average requirements

Single performance verification is passed if it receives at least 4.0 ("adequate")

#### **Note:**

**Please consider that these explanations just refer to specific parts of the Examination regulation (ExR) and the Regulatory Framework for Bachelor study program of the BTU, which needed some further annotations and explanations.**

**These explanations do not relieve you of the duty to read the whole Examination Regulations.**

**We do not take responsibility for any mistakes in the offered explanations.**

**Annex:**

<b>REPETITION OF MODULE EXAMINATIONS</b>		
	Continuous assessment ( <b>MCA</b> )	Final Module Examination ( <b>MAP</b> ) Prerequisite to take the Final Module Examination ( <b>Prerequisite + MAP</b> )
<b>Repetition after failure, absence or retake</b>	repetition of the whole module	repetition of the final exam prerequisites already acquired remain valid
<b>Repetitions When?</b>	within the cycle of offer	each semester
	<ol style="list-style-type: none"> <li>1. for 1<sup>st</sup> repetition: within two semesters</li> <li>2. for 2<sup>nd</sup> repetition: within two semesters after first repetition</li> </ol>	
<b>Registration for repetition Where?</b>	at the Registrar's ad Admissions Office	
<b>Registration for repetition When?</b>	three weeks after start of lecture period	one week prior to examination period in which the examination date is offered
<b>Improvement attempt</b> (for grade improvement)	<ul style="list-style-type: none"> <li>- if the first attempt was taken within the regular study time</li> <li>- the better grade out of two counts</li> </ul>	
<b>Free attempt</b> (a failed module examination counts as not done)	<ul style="list-style-type: none"> <li>- if first attempt was taken within the regular study time</li> <li>- if first repeat examination was completed within the following two semesters</li> <li>- registration before registering for the second repeat examination</li> </ul>	
<b>Registration for improvement and free attempt Where?</b>	at the Registrar's ad Admissions Office	
<b>Improvement attempts and free attempts may be used in total up to 2 times</b>		
<b>A failed Master Thesis can only be repeated once</b>		