

## Regulations for the Semester Abroad

If you intend to take your semester abroad during the fifth semester you have to register with the ERM Administration until **February 1<sup>st</sup>**. You should state your name, matriculation number, phone-number, E-mail address, home country and the university (or universities) you wish to go.

Furthermore you have to fill in (in advance) a **preliminary learning agreement** until **May 31<sup>st</sup>**. The form can be downloaded from the website of ERM: <http://www.tu-cottbus.de/fakultaet4/de/environment/studying-erm/semester-abroad.html>. All forms have to be directed to the ERM Administration, after being signed by the head of the examination board. For more information please contact the administration under +49(0)355 69 3718 or by e-mail: [erm.administration@tu-cottbus.de](mailto:erm.administration@tu-cottbus.de).

Please note: In case you intend to apply additionally for ERASMUS, STUDEXA or other scholarship programmes you have to fill in one form for the ERM semester abroad and a second for the programme, chosen. The ERM examination board cannot accept other forms than our own for the recognition of the credits and grades of the university abroad.

If you do not apply in advance for semester abroad the examination board cannot guarantee the later recognition of credits and grades, achieved. This applies both in case of the B.Sc. programme, where the semester abroad is mandatory, as well as to the M.Sc. programme, where the semester abroad is optional.

You have the duty to send the **final learning agreement**, signed and stamped by the responsible representative of the host university, to the ERM Administration immediately but not later than **4 weeks after the beginning of regular classes at the university abroad**. This form as well you'll find on the ERM website.

Make sure that the **transcript of records** and achieved grades will reach the head of the examination board after your return. Either bring the transcript yourself or have it sent directly to the examination board. Avoid having it sent simply to "BTU Cottbus" or any other person. The deadline for handing in your transcript with the Examination Board is **October 31<sup>st</sup>**. In case you hand in your transcript after the mentioned deadline, you will not receive recognition.

Please note that the minimum amount of credits obtained for the recognition of semester abroad has to be no less than 18 and should not exceed 36.

Furthermore you have to hand in with the ERM Administration a completed **questionnaire on the semester abroad** which you can find at the website of ERM: <http://www.tu-cottbus.de/environment> or under <http://www.erm.tu-cottbus.de/erm> and a **short report** within three months after you completed your semester abroad.

### **Some comments about the study leave (“Urlaubssemester”)**

For important reasons students can take a time off. Important reasons can be:

1. disease or illness, under which a proper participation of the courses or studying is not possible,
2. services or duties under § 34 clause 1 Nr. 1 till 3<sup>rd</sup>. HRG from 2<sup>nd</sup> semester,
3. **studying at a university abroad**,
4. in study or test orders prescribed practical courses or internships outside university,
5. absence of the study place on endorsement of the faculty in charge of the BTU Cottbus,
6. activity in an academic or student office,
7. circumstances which justify requirement for employees on maternity protection or parents time, patient support or care such described in § 34 sentence 1 NR. 4 HRG.

Other reasons are recognized only after strict examination of the individual case; financial circumstances cannot be considered as important reason.

A study leave effects only full semesters and not parts of it and is usually limited to two following terms. A renewed leave can be taken in exceptional cases when special circumstances are present (e.g. longer persisting, serious illness). This total period of giving a leave is not to exceed five years.

A study leave is not possible in the following cases:

- in the first semester,
- in the second semester, if the inscription in permission-limited courses was only acknowledged at the end of the first semester,
- short-term admission.

The allowance of the study leave takes place via written answer, which can be provided also by machine.

During the duration of the study leave the right to the attendance of participation in the courses rests; the other rights, in particular the right without participation in the courses to hand in test and study achievements. Requesting has to take place immediately after the semesters of study leave. The duty to hand in examinations and study achievements to get credits is still valid.

For more information please contact the Studierendensekretariat, Mrs Schankin, (main building, room 47).

Chairman of ERM Examination Board