

Environmental and Resource Management Guidelines on Semester Abroad

Based on § 6 and § 9 of the specific study and examination regulations ERM Bachelor 2017 and Master 2011 and 2021

| Overview

<i>semester abroad</i>	Bachelor	Master
status	mandatory	optional
semester	5th	3rd
credits	min. 18 – max. 36	max. 30
organisation	defined application and registration proceedings	defined application and registration proceedings
acknowledgement	guaranteed if organisation is fulfilled properly	guaranteed if organisation is fulfilled properly

| Proceedings

choice of university →	application at the host university →	important note
a) you choose a BTU partner university →	through an exchange programme (Erasmus*, Studexa, GE4, others) coordinated by the international office considering specific deadlines, forms and learning agreements →	waiver of tuition fees, placement through organised programme
b) you choose a non-partner university of BTU →	on your own, with assistance of the ERM administration, with considering ERM deadlines and ERM learning agreements →	tuition fees might incur

- a list of partner universities relevant for ERM is available [here](#)
- a more comprehensive list about BTU partner universities in general is available at the homepage of the [international office](#)

| Deadlines – irrespective of the exchange programme deadlines/formalities

- **learning agreement** - list of classes you want to take at the host university
 - ✓ to be filled and signed by the head of the examination board until May 31st

- ✓ take it to the host university, get it signed from the department coordinator and send it back to the head of the examination board until four weeks after start of the semester abroad
- **changes of the learning agreement** – in case of changes only, a list of classes you finally do take at the host university
 - ✓ to be filled until four weeks after start of semester abroad
 - ✓ to be send for signing to the head of the examination board
 - ✓ changes within the final learning agreement have to be notified to and acknowledged by the head of the examination board
- **closing acknowledgement**
 - ✓ transcript from the host university
 - ✓ to be handed to the head of the examination board within six months after the official end of the semester abroad

| Additional notes

* For ERASMUS and STUDEXA applicants

The ERASMUS+ and STUDEXA Learning Agreements LA (learning agreement and changes of the learning agreement) for that university where you will have been accepted will be considered as ERM LA; therefore, you need to hand in the LA to the head of the examination board as well; you do not have to fill in the ERM LA any more.

The LA must first be signed by the BTU departmental coordinator of the partner university before it is sent to the head of the ERM examination board. The name of the departmental coordinator of the ERASMUS+ partner university for Faculty 2 can be found [here](#). The departmental coordinator for STUDEXA and all other universities is the ERM coordinator; please send the LA to elhagmo@b-tu.de.

To obtain the approval of the Head of the Examining Board, please send your LA to regina.kirsche@b-tu.de

Leave of absence

Take into consideration to apply for a leave of absence online via [myBTU](#) on presentation of the preliminary learning agreement. A leave of absence effects only full semesters and not parts of it and is usually limited to two following terms. During the duration of the study leave the right to the attendance of participation in the courses rests. For more information please contact the ERM student registrar's officer office Ms Anne Knop, main building, room 47 or per email anne.knop@b-tu.de

Acknowledgement of semester abroad

If you do not hand in the learning agreements for semester abroad to the examination board in time it cannot be guaranteed the later recognition of credits and grades, achieved.