



30th September 2019

Welcome to BTU Cottbus-Senftenberg

Admissions and Registrar's Office

STRUCTURE



- 1. Admissions and Registrar's Office
- 2. Examination regulations
- 3. Dates and deadlines
- 4. Examination registration
- 5. Online portal
- 6. Module examination with their special regulations
- 7. Information portal: teaching



1. Admissions & Registrar's Office Where can I get some help?



The Admissions & Registrar's Office is responsible for all general study matters.

Areas of responsibility:

Starting with the enrolment, finishing with the final degree:







We are the right partner!

1. Admissions & Registrar's Office Where do I get my answers?



How you can use the service offer:

In person at all three locations

- for *general* questions and concerns regarding your studies as well as your student ID card your contact is the info point open daily at the central campus and the campus Senftenberg
- for individual questions and concerns your contact is your study programm clerk with open hours tuesdays and thursdays at all three locations

Online or at the self help terminal

- Online portal, information portal teaching
- self help terminal for validation print on student ID card (semesterticket)
 - •Central campus: main building
 - Sachsendorf: building 7
 - •Senftenberg: building 2 / library



1. Admissions & Registrar's Office

What about online?



Brandenburgische Technische Universität Cottbus - Senftenberg

▶ Quicklinks → DE EN





Enrolment and Study Start

For prospective international Students

For studies

For studies

ovative and modern raduate or graduate

re about the benefits



Master

Bachelor



international

Incoming Researchers

1. Admissions & Registrar's Office What about online?





→ Quicklinks → DE EN



University

Research

Study

International

University life

Home ▶ Students ▶ Admissions & Registrar's Office

Students

Admissions & Registrar's Office

News Update

contact person

Dates and Deadlines

Identification Card and Semester Ticket

Registering for the Following

Semester

Leave of Absence

Change of Degree and of University

Examinations

Transcript of Records

Administrative Documents

Removal from the Register of Students

Regulations and Forms

Self-Service

Admissions & Registrar's Office

Welcome to the Admissions & Registrar's Office



"BTU Cottbus-Senftenberg"

"Main Campus - Platz der Deutschen Einheit 1, 03046 Cottbus"

"Cottbus Sachsendorf Campus - Lipezker Str. 47, 03048 Cottbus"

"Senftenberg Campus - Universitätsplatz 1, 01968 Senftenberg"

News Update

more.

Ouick Guide

Online-Portal Info-Portal: Teaching Library Portal Moodle Learning Portal

BTU Contacts

International Relations Office

Student Advisory Office

Language Centre

Career Center

Family Office

Student Body Representatives

2. Examinations regulation

Everything you need to know!



Meaning

- legally binding base for your studies
- everyone should know and respect the examinations regulation!
 all examinations regulation are to find at different places on the website:

www.b-tu.de > Studierende > Studierendenservice > Ordnungen und Formulare
www.b-tu.de > Informationsportal-Lehre > Prüfungsordnungen
www.b-tu.de > Fakultäten und Einrichtungen > Studiengang > Ordnungen

It is mandatory for your studies that you know the detailed content of the examinations regulation!



3. Dates and deadlinesWhen do I have to think about what?



Registering for the following semester

The registering for the following semester takes places as soon as you transfer the semester fee for the upcoming semester to our bank account during the communicated time periode

regulations
Timetable
Registering_for_the_following_semester
Deadlines

Time periode for the summer semester 2020:

02.01.2020 - 31.01.2020

recurrently Dates in_time
Leave_of_Absence
semester

If you fail to register for the following semester you automatically get expelled!

3. Dates and deadlines

Where do I find the dates?



Semesterablaufplan Wintersemester 2019/20 / Semester Timetable Winter Semester 2019/20

		/)							
		KW / CW	A/B	WOCHE / WEEK	Mo / Mon	DI / TUE	Mi / WED	D o / T ни	Fr / Fri	SA / SAT	So / Sun
0 2 / 5 0		36		Ø2.09 08.09.2019							
		37		09.09 15.09.2019	AB - Modul MAP ² Ende AN/AB - MAP ² + AN/AB W-MAP ² Ende						
		38		16.09 22.09.2019	Pr	üfunas z	eitraum	/ Fyam	ination	neriod	
		39		23.09 29.09.2019	AN - Modul ^{TB}	d I d II g 5 Z	C T t T d d III	/ Lxum	TH d t T O H	porrod	
		40	$\overline{}$	30.09 06.10.2019	NFR			F			AN - Modul ^{TB} Ende
	1	41	/a \	07.10 13.10.2019	AN - Modul	Be	ginn der Lehrveranstaltunge	n im WiSe 2019/20 am 07.	10.2019 / Start of lectures in	WiSe 2019/20 on 07.10.20	19
		42	В	14.10 20.10.2019							
		43	Α	21.10 27.10.2019							AN - Modul Ende AB - Modul MCA Ende
		44	В	28.10 03.11.2019			NFI	F			
201	URE	45	Α	04.11 10.11.2019							
8	/ LECTURES	46	В	11.11 17.11.2019							
ESTE	7 /	47	Α	18.11 24.11.2019							
N E S	VERANSTALTUNGEN	48	В	25.11 01.12.2019							
SEM	I N	49	Α	02.12 08.12.2019							
8	TAL	50	В	09.12 15.12.2019							
WINTE	N N	51	Α	16.12 22.12.2019							
3	VER	52		23.12 29.12.2019	F	F	F	F	F	F	F
0	LEHR	1		30.12 05.01.2020	F	F	F	F	F	F	F
9/2	-	2	В	06.01 12.01.2020		Rückmeldung zun	n SoSe 2020 vom 02.01 3	1.01.2020 / Registration for	the SuSe 2020 from 02.01.	- 31.01.2020	
0 1		3	Α	13.01 19.01.2020							
R 2	- [4	В	20.01 26.01.2020							
H	1	5	Α	27.01 02.02.2020							
WINTERSEMES		6	<u> </u>	03.02 09.02.2020	AB - Modul MAP ¹ Ende AN/AB - MAP ¹ + AN/AB W-MAP ¹ Ende						
		7	\bigcup	10.02 16.02.2020	Pr	üfunasz	e i t r a u m	/ Exam	ination	period	
		8		17.02 23.02.2020			0 a a	,	,	p o o u	
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		10		02.03 08.03.2020							
		11		09.03 15.03.2020	AB - Modul MAP ² Ende AN/AB - MAP ² + AN/AB W-MAP ² Ende						
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		14		30.03 05.04.2020		NFR					AN - Modul ^{TB} Ende
	↑ 15 B 06.04 12.04.2020 AN - Modul Beginn der Lehrveranstaltungen im SoSe 2020 am 06.04.2020 / Start of lectures in SuSe 2020 on 06							1 SuSe 2020 on 06.04.2020			

Weitere Erläuterungen siehe Seite 2 / Further explanations see page 2

4. Examination registration

How do I get registered?

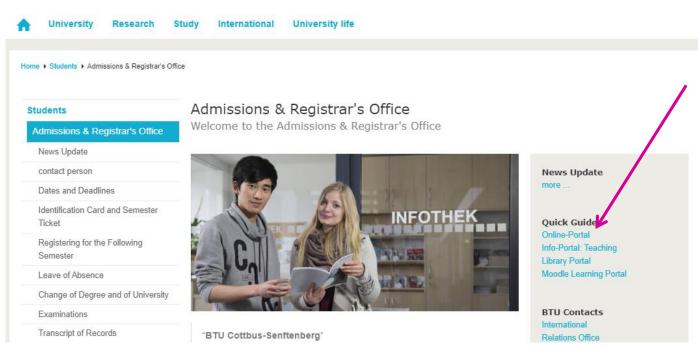






How and where?

online – with your validated BTU account checking into the Online Portal:

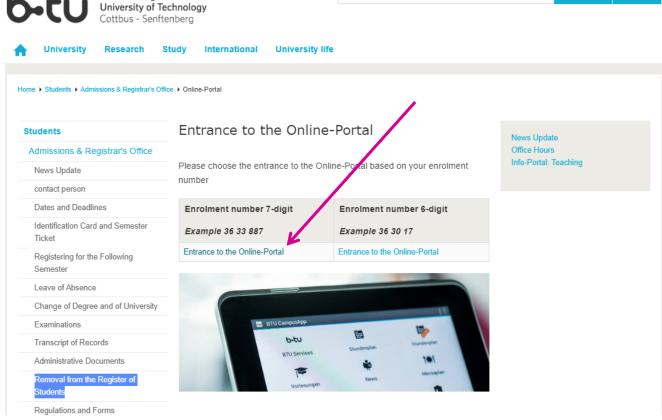


detailed information for the online registration and the check-in into the Online Portal www.b-tu.de > for studies > Admissions & Registrar's office > self-service

4. Examination registration How do I get registered?



How and where? online – with your validated BTU account checking into the Online Portal:



detailed information for the online registration and the check-in into the Online Portal www.b-tu.de > for studies > Admissions & Registrar's office > self-service

Brandenburg

Quicklinks DE EN

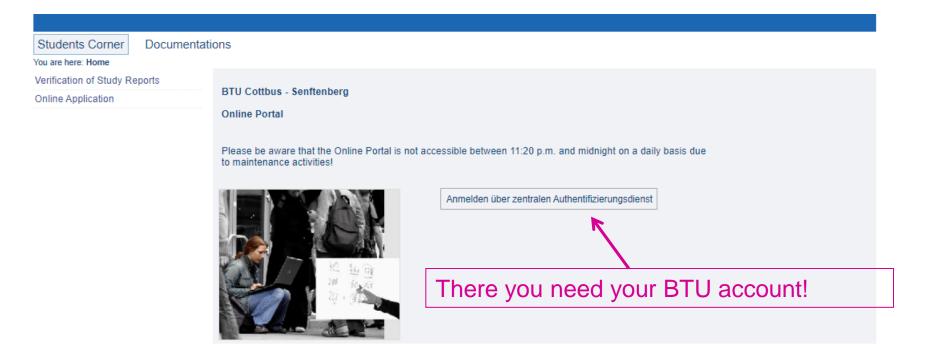
4. Examination registration

How do I get registered?



How and where?

online – with your validated BTU account checking into the Online Portal:



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The **BTU-account** is so much more!



Your BTU-account is enourmesly important.

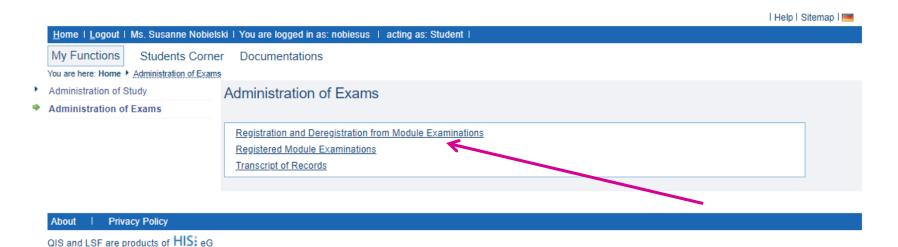
You need him in order to:

- Register to and sing off of the module examinations / opening of certificates
- Log into the Wireless LAN of the BTU
- Central mailing box
 - > If we write you emails, we use your BTU account address
 - Therefor: Please check your inbox regularly (you can fast forward your mails to your personal inbox)
- You can see all mandatory adjustments and change your password and mail modulations under: www.b-tu.de > account
- You can find your BTU-Webmail-Portal under: webmail.b-tu.de/

5. The Online Portal

Examinations





You can find all information here: www.b-tu.de > for studies > Admissions & Registrar's Office

5. The Online Portal

QIS and LSF are products of HIS: eG

examinations registration and deregistration



		Help Sitemap 💻
Home Logout Ms. Susanne Nobielsk	ki You are logged in as: nobiesus acting as: Student	
My Functions Students Corner	Documentations	
You are here: Home Administration of Exams	Registration and Deregistration from Module Examinations	
Administration of Study	Registration and Deregistration from Module Examinations	
Administration of Exams		
Hide menu	Information – Please read carefully!	
	The binding registration and deregistration deadlines for module examinations are a result of the <u>current module description</u> in conjunction with the <u>semester schedule</u> for the particular semester.	
	Registration for modules with a limited number of participants: two weeks prior to the commencement of lectures. Registration for modules without a limited number of participants: 1st to 3rd week of lectures. Registration dependent on the composition of the module examination (Final Module Examination, Module with Continuous Assessment) Should an online registration or deregistration not be possible during the respective deadlines, please contact the registrar's office during the consultation hours. Registrations and deregistration of additional modules or theses should generally be done at the registrar's office. Accepting these indications by clicking allows you to proceed to your desired operations. Accept terms	
	□ I accept	
	NGAL	
About Privacy Policy		

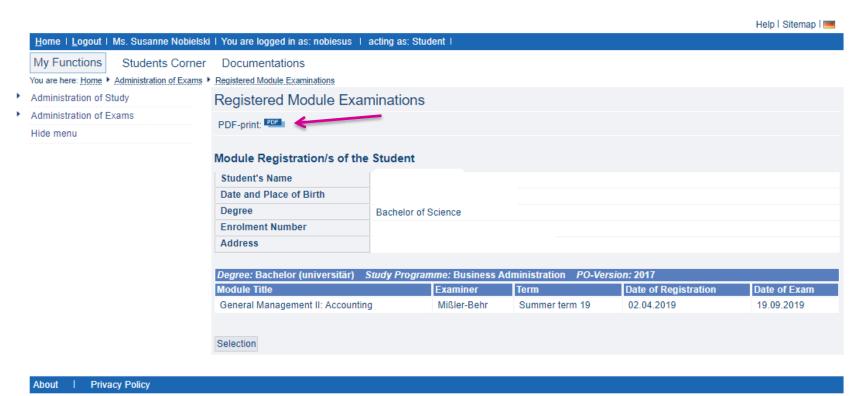
5. The Online Portal examinations registration and deregistration



Help | Sitemap | = Home | Logout | Ms. Susanne Nobielski | You are logged in as: nobiesus | acting as: Student | My Functions Students Corner Documentations You are here: Home Administration of Exams Registration and Deregistration from Module Examinations Administration of Study Registration and Deregistration from Module Examinations Administration of Exams Hide menu Please choose the module examination from the structure and click on the identifiers. Bachelor (research-oriented) Business Administration PO-Version 2017 Total Account General Studies Please note the restrictions of your study programme! Not all denoted modules are approved for your study programme, specialisation or application subject! 44407 Technical Combustion Info → Date: , Examiner: Mauß, Fabian, Term: 01 - registration of exam Date: , Examiner: Mauß, Fabian, Term: 03, MAP/W-MAP Field Methodology Field Business Administration Mandatory Modules 11945 Business Administration V: Finance, Investment and Taxation Info 11957 Business Administration III: Procurement, Production and Sales info 11966 General Business Administration VI: Management and Ethics info 11971 Business Administration IV: Cost Accounting info 12160 Business Administration I: Basics of Business Administration info 12229 General Management II: Accounting info Field Economics and Social Sciences Field Law Mandatory Modules 12148 German Civil Law II info 12156 German Civil Law I info Field Occupational Area Scientific Methods

5. The Online Portal examinations registration





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5. The Online Portal

transcript of records



Help | Sitemap | == Home | Logout | Ms. Susanne Nobielski | You are logged in as; nobiesus | | acting as; Student | My Functions Students Corner Documentations You are here: Home Administration of Exams Transcript of Records Administration of Study Transcript of Records Administration of Exams PDF-print: PDF Hide menu Key Informations of the Student Student's Name Date and Place of Birth Degree Bachelor of Science **Enrolment Number** Address Degree: Bachelor (universitär) Study Programme: Business Administration PO-Version: 2017 Date Module Title Term Grade Status Credits Attempt Exam **Total Account** 3,1 18,0 Field Methodology Mandatory Modules 3.7 Info Mathematics W-1 Winter term 18/19 6.0 12.02.2019 passed Mathematics W-2 Summer term 19 5 0 Info failed 0,0 24.07.2019 Field Business Administration Mandatory Modules 5.0 Info Business Administration I: Basics of Business Winter term 18/19 failed 18.02.2019 0.0 Administration General Management II: Accounting Summer term 19 registered 0.0 19.09.2019 Field Economics and Social Sciences Mandatory Modules 30.07.2019 Introduction to economics Summer term 19 6.0 4.0 Info passed Field Law Mandatory Modules German Civil Law II Summer term 19 failed 31.07.2019 5.0 info German Civil Law I Winter term 18/19 passed 6,0 22.02.2019 1.7 Info

6. Module examination with their special regulations



What do I have to look for at the registration?

There are two kinds of modul examinations with different rules for the registration

Kind 1:

Modul with Continuous Assessment (MCA)

Exam accomplishments are due during the semester

Registration and deregistration always during the first to third class week

Examination registration and deregistration for the winter semester 2019/20:

07.10.2019 - 27.10.2019

6. Module examination with their special regulations



What do I have to look for at the registration?

There are two kinds of modul examinations with different rules for the registration

Kind 2:

Modul with final examination (MAP)

Exam accomplishments are due during the examination periode, it's possible that there a restrainments (e.g. successful attendance of the laboratory internship)

If you didn't pass the restrainments → automatical deregistration

First registration during the first to third class week

Examination registration for the winter semester:

07.10.2019 - 27.10.2019

The **deregistration** of a MAP is possible up to one week before the examination periode during which the examination is to take place

1. Examination periode :10.02.- 23.02.2020

2. examination periode: 16.03. – 29.03.2020

6. Module examination with their special regulations



What do I have to look for at the registration?

There are some specalties:

Moduls with restraint participants!

Registration during the 2 weeks before the beginning of classes

Examination registration for the summer semester 2020:

23.03.2020 - 05.04.2020

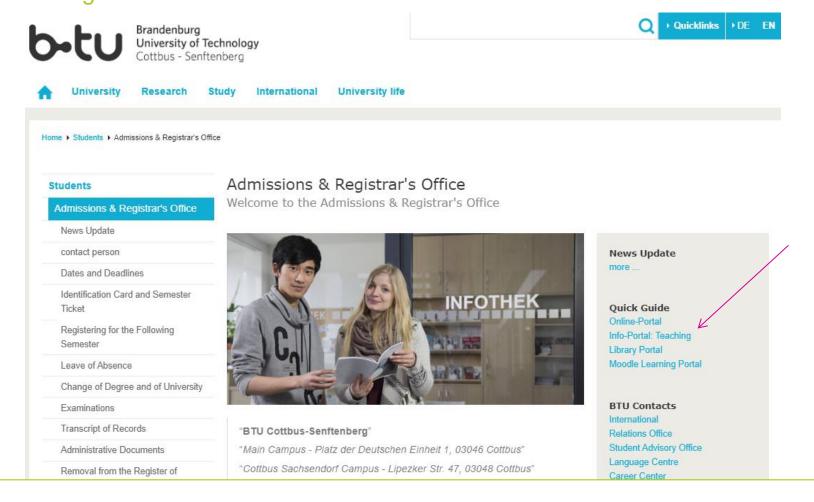
Deregistration is depending on the modul character:

MCA: first three weeks of classes

MAP: up until one week before examination periode

7. Information portal teachingWhat do I find in the information portal teaching?

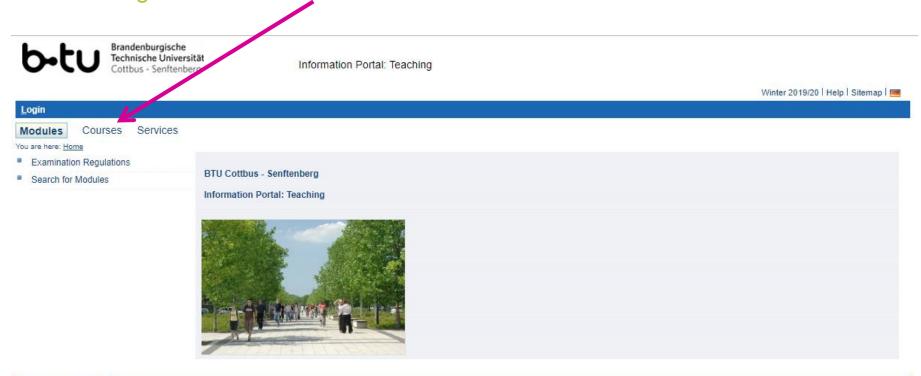




7. Information portal teaching

Brandenburgische
Technische Universität
Cottbus - Senftenberg

What do I find in the information portal teaching?

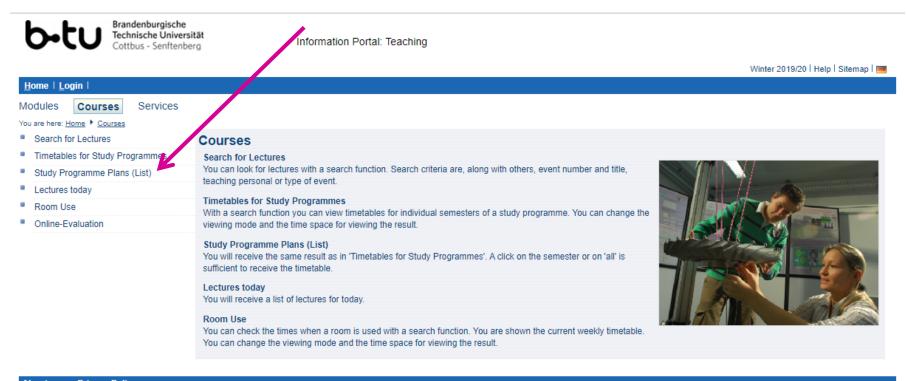


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7. Information portal teachingWhat do I find in the information portal teaching?





About Privacy Policy

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7. Information portal teachingWhat do I find in the information portal teaching?





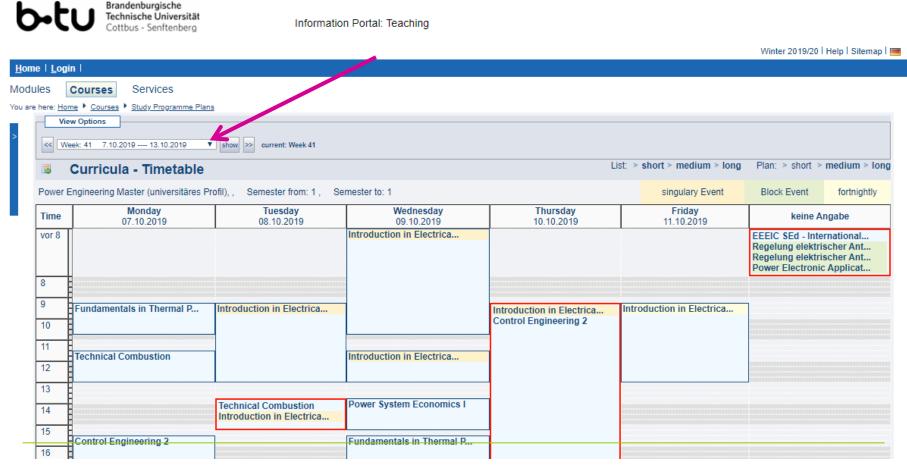
Information Portal: Teaching

Winter 2019/20 | Help Sitemap | Finance | Sitemap | Finance | Sitemap | Finance | Fina Home | Login | Services Modules Courses You are here: Home | Courses | Study Programme Plans Search for Lectures Study Programme Plans (List) Timetables for Study Programmes Curricula Term Study Programme Plans (List) Angewandte Chemie Bachelor (fachhochschulisches Profil) 5. Term 7. Term Lectures today Angewandte Mathematik Master (universitäres Profil) 1. Term Room Use Architektur Bachelor (universitäres Profil) PO 2014 1. Term 3. Term 4. Term 5. Term 6. Term Online-Evaluation Hide menu Architektur Bachelor (universitäres Profil) PO 2004 1. Term 3. Term 5. Term 6. Term Architektur Bachelor (universitäres Profil) PO 2008 1. Term 3. Term 4. Term 5. Term 6. Term Architektur Master (universitäres Profil) PO 2008 1. Term 4. Term 7. Term Architektur Master (universitäres Profil) PO 2016 1. Term 4. Term 7. Term All Bauen und Erhalten Master (universitäres Profil) PO 2007 1. Term All Bauen und Erhalten Master (universitäres Profil) PO 2019 1. Term Bauingenieurwesen Bachelor (universitäres Profil) PO 2011 1. Term 2. Term 3. Term 4. Term 5. Term Bauingenieurwesen Bachelor (fachhochschulisches Profil) 2. Term Bauingenieurwesen Bachelor (universitäres Profil) PO 2014 1. Term 2. Term 3. Term 5. Term All

7. Information portal teaching



What do I find in the information portal teaching?

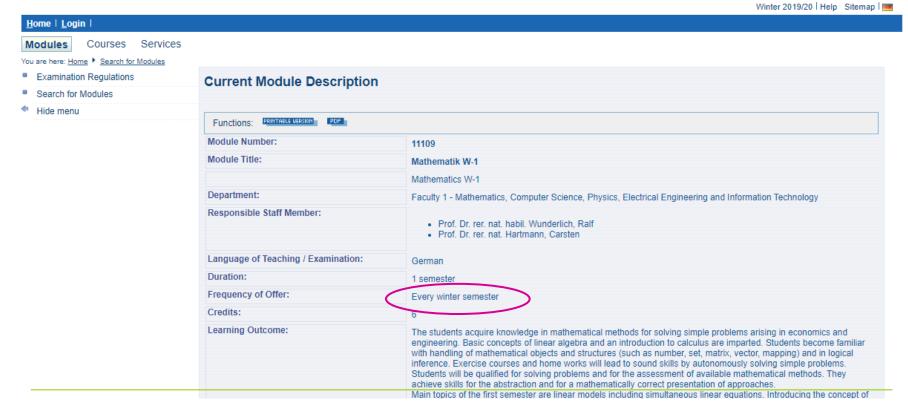


7. Information portal teachingWhat do I find in the information portal teaching?





Information Portal: Teaching



7. Information portal teaching

modul cataloge, schedule, classes









All information can also be found:

- on the Web-site for students and
- in the information flyers
 ,tricks for student beginners'
 ,GETTING STARTED'



FOR YOUR STUDIES ALL THE BEST AND MUCH SUCCESS!