



7th April 2022

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
- 8. myBTU-Portal



1. Admissions & Registrar's OfficeWhere 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
- 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

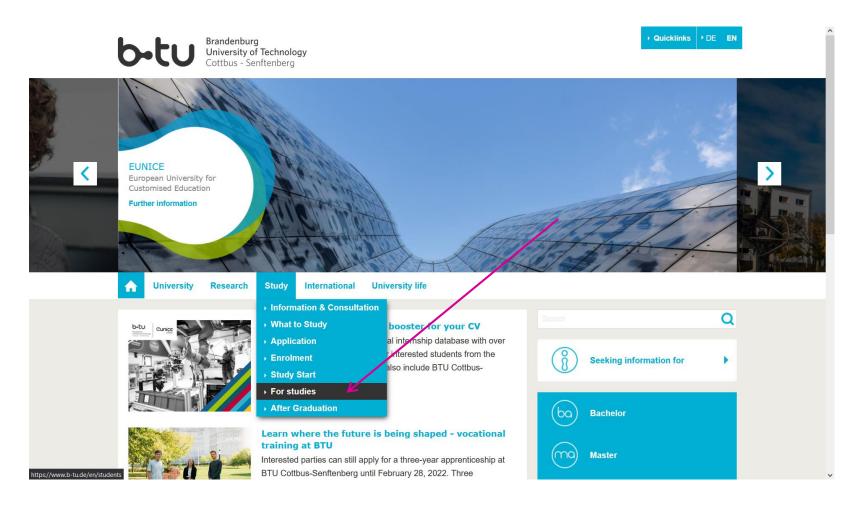
Senftenberg: building 2 / library



1. Admissions & Registrar's Office

What about online?

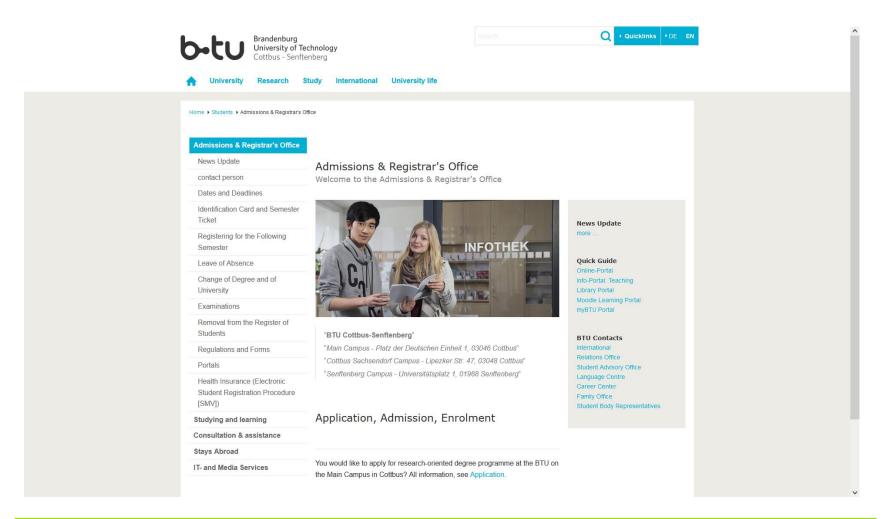




1. Admissions & Registrar's Office

What about online?





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

Timetable Registering_for_the_following_semester

Deadlines

regulations

Time periode for the winter semester 2022/23:

25.06.2022 - 31.07.20222

Leave_of_Absence

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

3. Dates and deadlines

Where do I find the dates?



Semesterablaufplan Sommersemester 2022 / Semester Timetable Summer Semester 2022

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Erläuterungen siehe Seite 2 / Explanations see page 2

4. Examination registration

How do I get registered?



▶ Quicklinks ▶ DE EN

How and where?

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



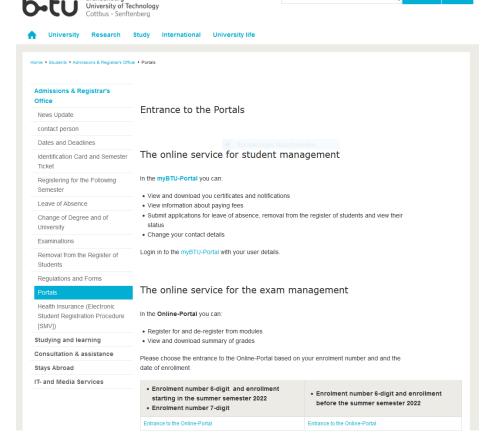
detailed information for the online registration and the check-in into the Online Portal www.b-tu.de > for studies > Admissions & Registrar's office > self-service

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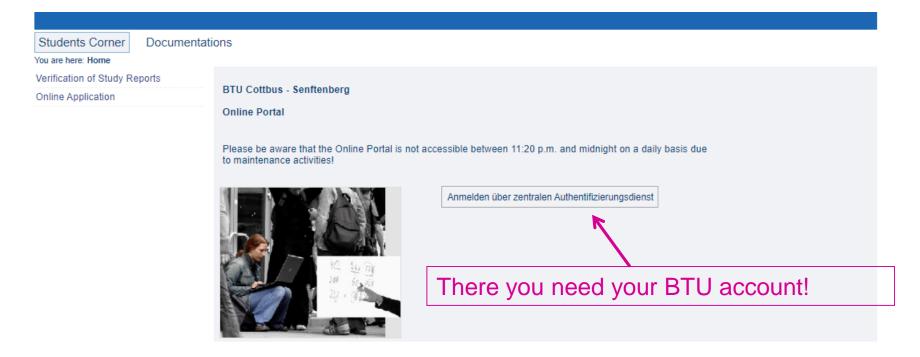
4. Examination registration

How do I get registered?



How and where?

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



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QIS and LSF are products of HIS: eG

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



Your BTU-account is enourmesly important.

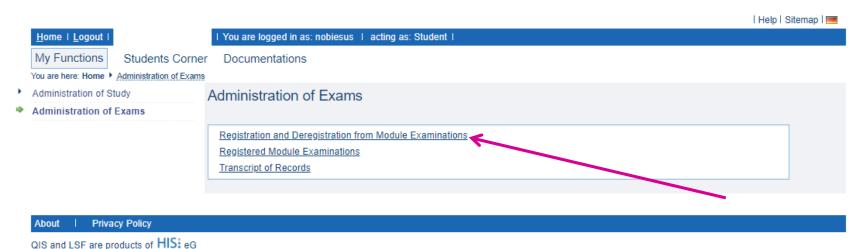
You need him in order to:

- 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





5. The Online Portal

QIS and LSF are products of HISE eG

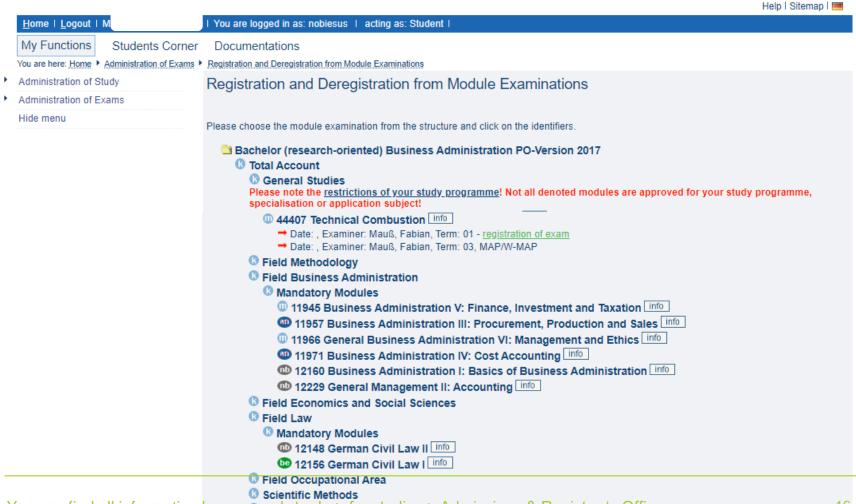
examinations registration and deregistration



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Home Logout M	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		

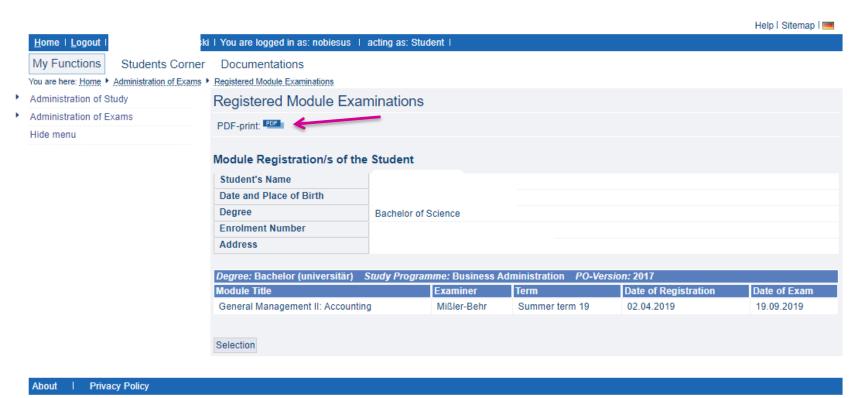
5. The Online Portal examinations registration and deregistration





5. The Online Portal examinations registration



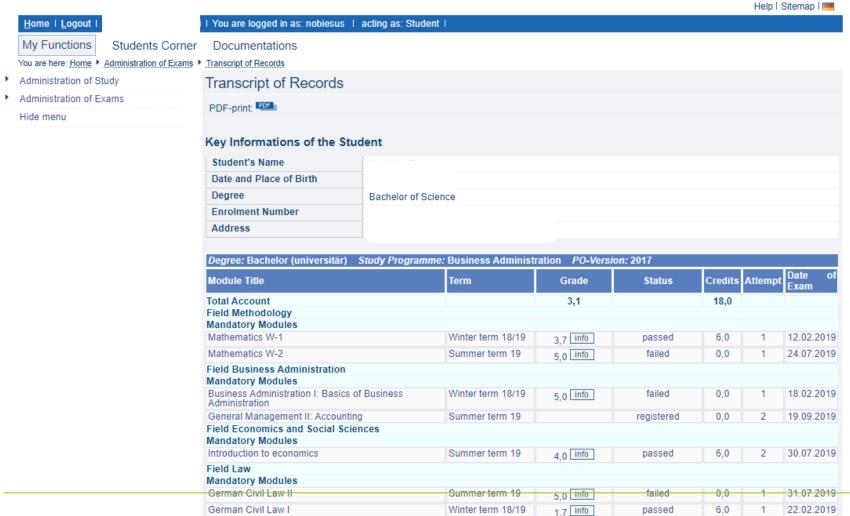


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5. The Online Portal

transcript of records





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 summer semester 2022:

11.04.2022 - 01.05.2022

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:

11.04.2022 - 01.05.2022

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 :01.08.— 14.08.2022

2. examination periode: 17.09. – 30.09.2022

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 2022:

28.03.2022 - 10.04.2022

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?

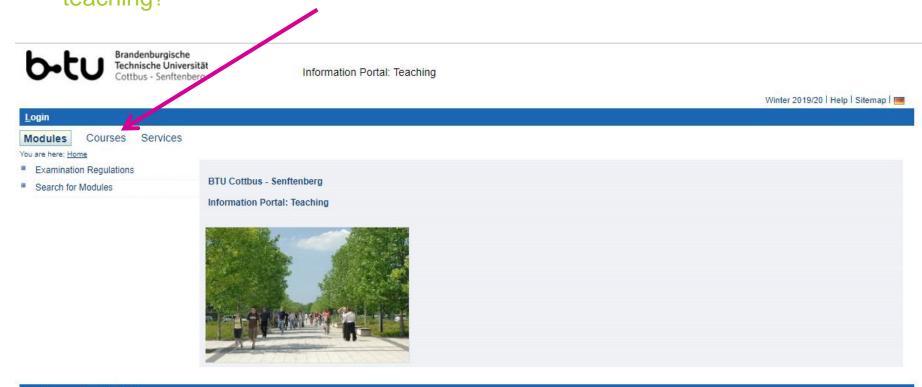




7. Information portal teaching

What do I find in the information portal teaching?



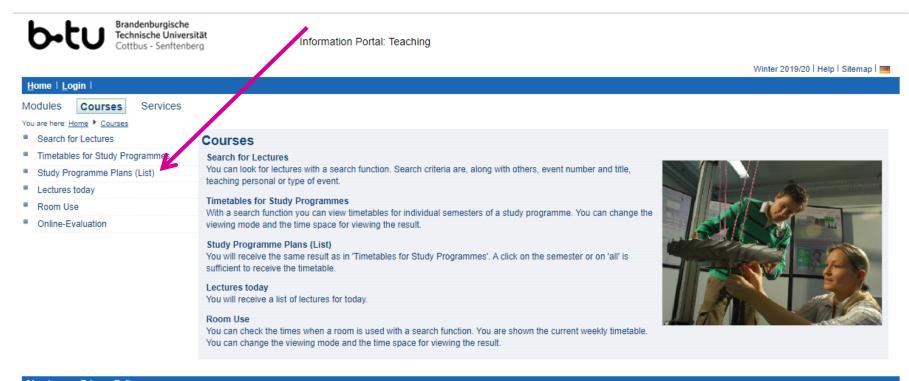


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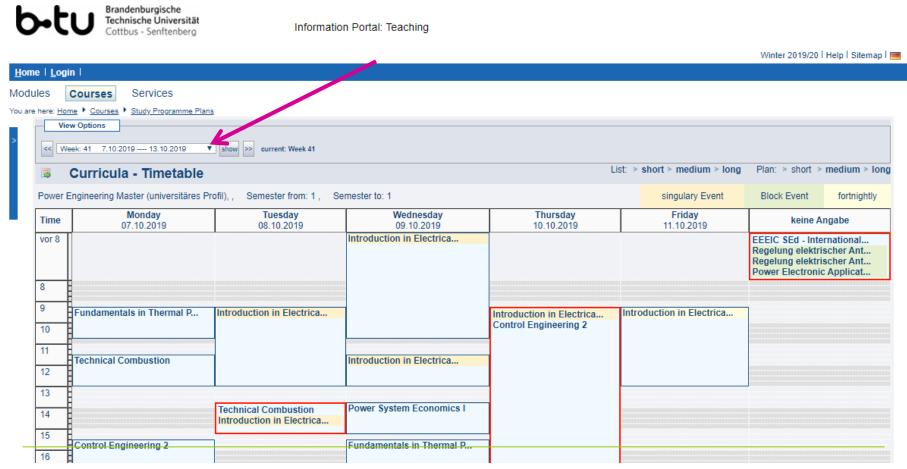
Information Portal: Teaching

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





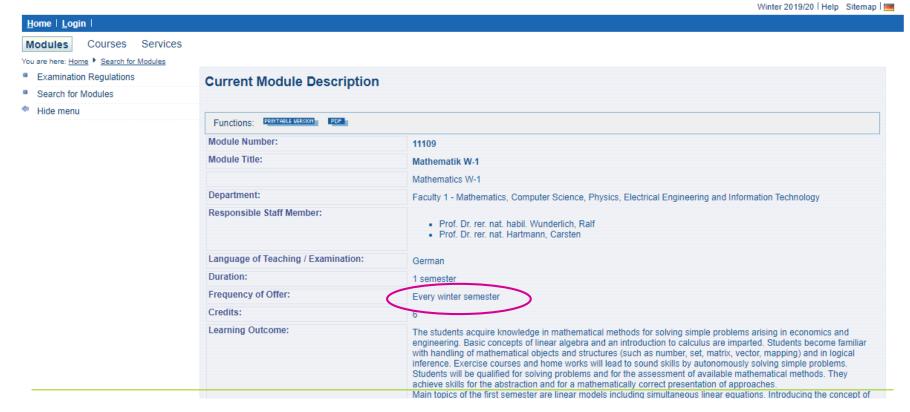


7. Information portal teachingWhat do I find in the information portal teaching?





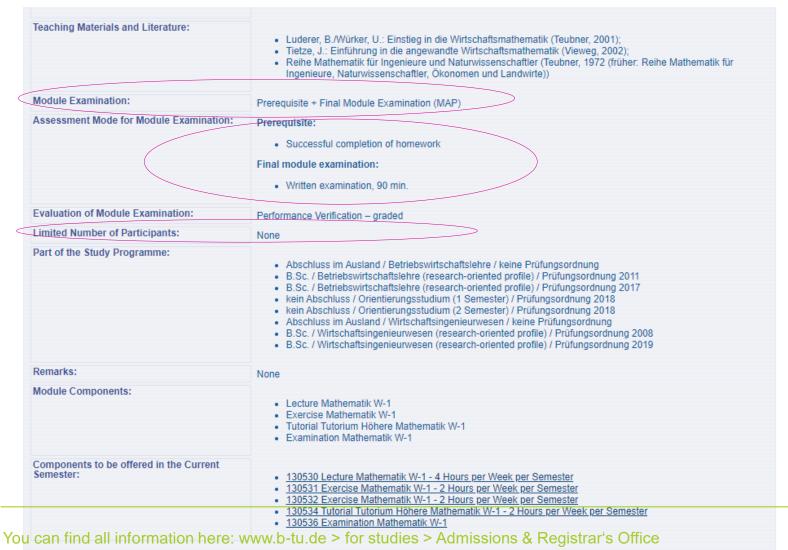
Information Portal: Teaching



7. Information portal teaching

modul cataloge, schedule, classes



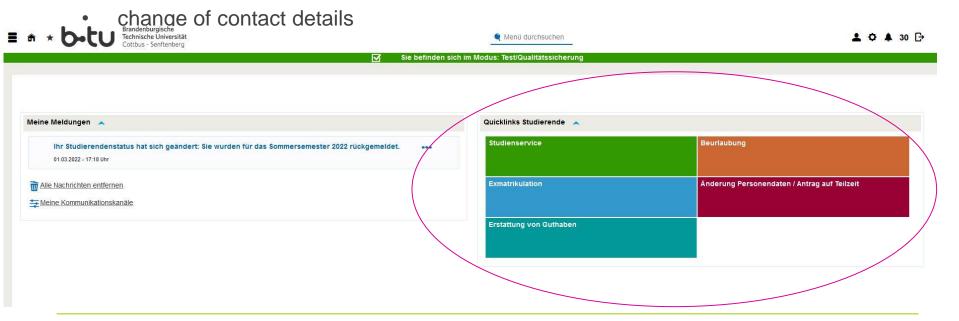


8. my BTU Portal



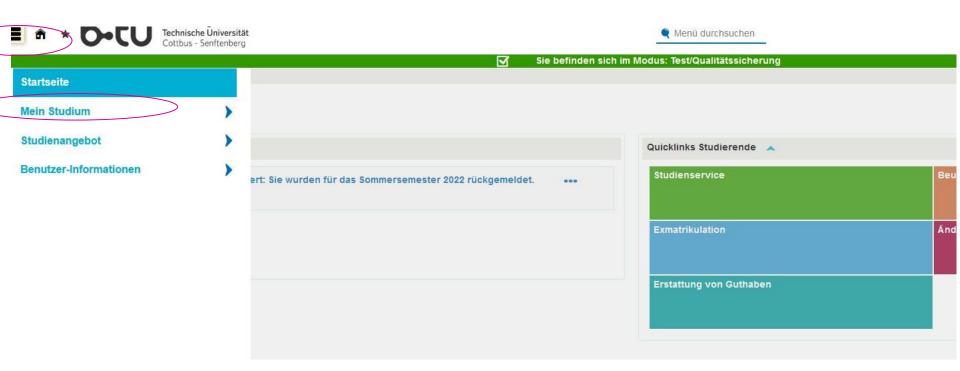


- view and download certificates and notices
- Information on how to pay your semester fees
- Submission and processing of applications z.B. for leave of absence, exmatriculation



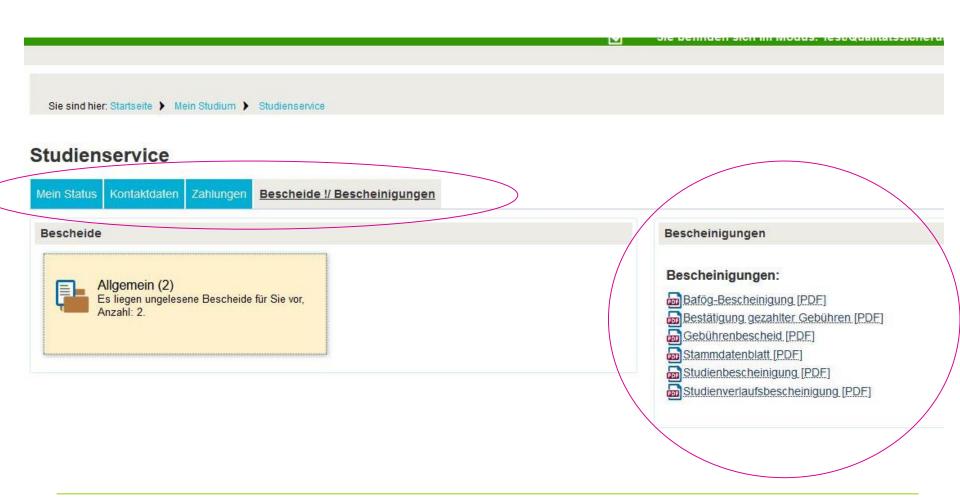






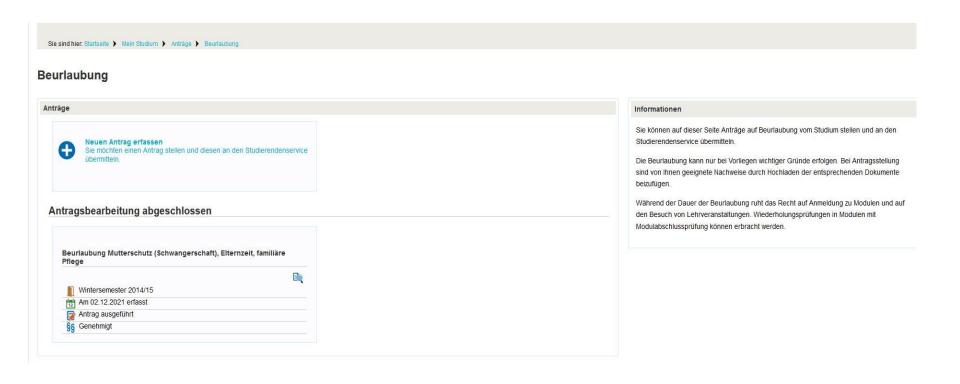
the online service for student management





the online service for student management

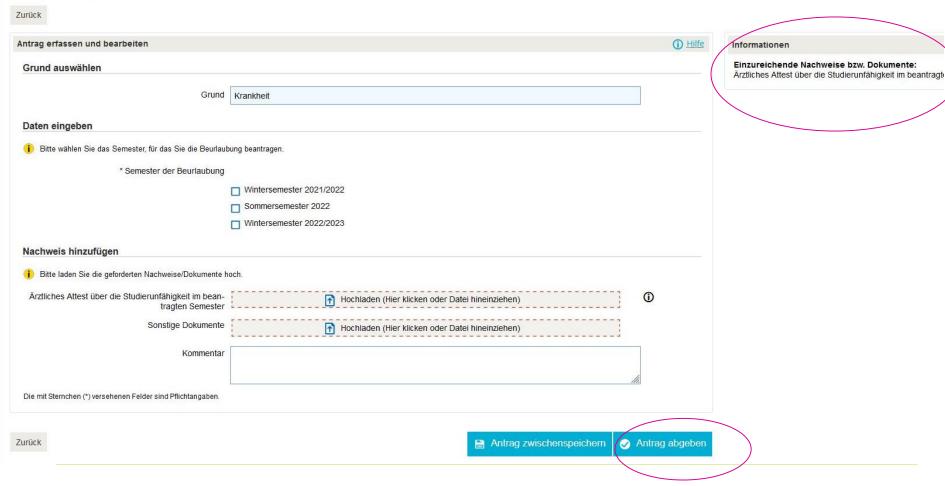






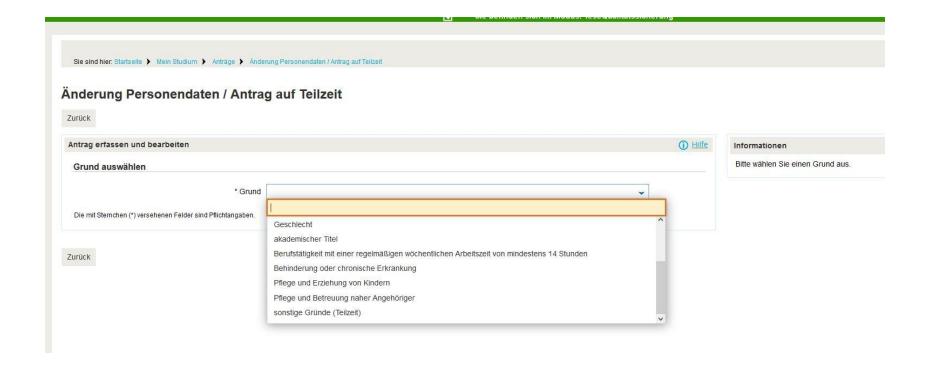
the online service for student management

Beurlaubung



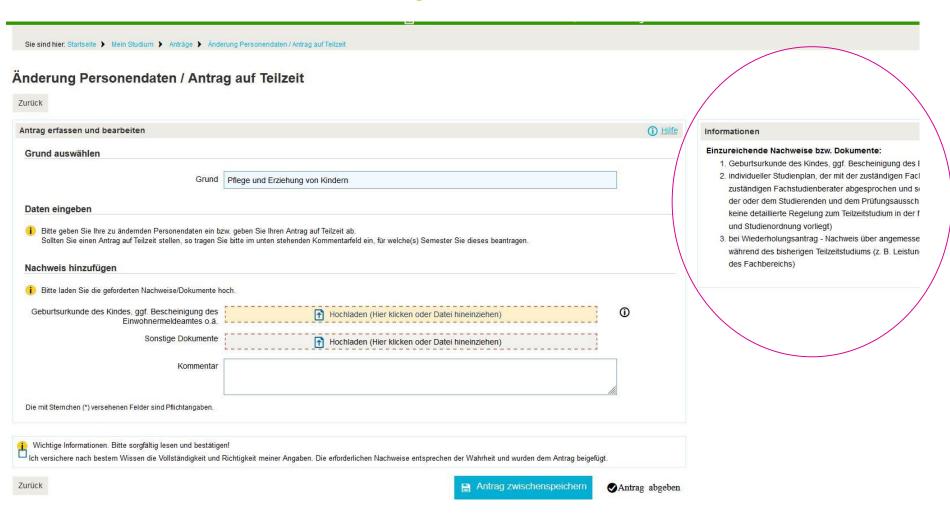


the online service for student management













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!