



# **Examination Regulations**

**for the Master's programme  
Mineral Resource and Process Engineering**

**at the Technische Hochschule Georg Agricola  
University of Applied Sciences**

**State-accredited private university of the  
DMT Gesellschaft für Lehre und Bildung GmbH  
of 28<sup>th</sup> June 2017**

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– hereinafter: THGA –  
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Pursuant to section 2(4), section 22(1) and section 64 in conjunction with section 72 of the North-Rhine Westphalian Act on Higher Education (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen*, hereinafter: HG) of 31<sup>st</sup> October 2006 in its version of 16<sup>th</sup> September 2014 (GV.NRW p. 547) the THGA has determined the following examinations regulation by statute:

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## **Section 1**

### **Applicability, study regulations, Department of Mining and Energy in North-Rhine Westphalia at the district government of Arnsberg**

(1) These examination regulations are to administer examinations in the Master's programme Mineral Resource and Process Engineering of the THGA.

(2) These examination regulations were written in German and have been translated into English for reference purposes. Where the German and the English versions deviate from each other, only the German version shall be binding.

(3) These examination regulations are supplemented by the respective study regulations which define the contents and structure of the programme while taking into account the development of specialised knowledge and university teaching and the requirements of the professional practice.

(4) Department 6, in charge of mining and energy, of North-Rhine Westphalia at the district government of Arnsberg is entitled to send a representative to the meetings of the examination board and to all examinations. This representative shall be authorised to inspect all examination procedures and to participate in all discussions and consultations. This representative must abide the obligation of official secrecy and is to be sworn to secrecy by the chairperson of the examination board.

## **Section 2**

### **Objectives of the programme, degree awarded, language(s) taught**

(1) The Master's programme Mineral Resource and Process Engineering is an independent graduate course continuing from the Bachelor's programmes of Mineral Resource Engineering or Process Engineering or similar, where applicants have obtained either a Bachelor's degree or a *Diplom* degree. The majors offered are Mineral Resource Engineering and Process Engineering of which the student has to complete one.

(2) Taking into account the general study objectives (section 58(1) of the HG), the programme leading to the Master's examination is designed to acquire advanced specialised and methodical knowledge by being taught application-oriented topics of the major on the basis of scientific findings. Taking into account the requirements and developments in the world of work, the programme shall also teach students the necessary specialised knowledge, skills and scientific findings in a way that will enable them to work in a properly academic manner and to critically classify scientific insights; to apply scientific and engineering principles independently and to develop practical solutions while acting responsibly. Moreover, the Master's programme is designed to provide students with the knowledge needed to master the changing professional requirements and to give them greater insight into the economic, technical and social context.

(3) The module examinations are to determine whether the examinees have acquired the necessary qualifications; whether they have attained sound specialised knowledge required to responsibly work in the professional areas of Mineral Resource and Process Engineering, and whether they are capable of independently exercising work and conducting research on the basis of scientific findings and methods. Ethics and sustainability shall be considered in this regard.

(4) By passing all the module examinations students will be awarded the university degree of a Master of Science (MSc).

(5) The awarding of the university degree Master of Science means that students will have obtained another degree that qualifies them to exercise professional work. According to section 67(4) of the HG the Master's degree entitles them to apply for admission to doctoral/PhD-level studies in accordance with the respective regulations of such doctoral programmes.

(6) The study courses will be offered optionally in English and German or only in English.

### Section 3 Admission requirements

(1) The following students shall be able to enrol as full-time students or visiting students of the Master's programme Mineral Resource and Process Engineering: students who have been awarded a bachelor degree or a *Diplom* degree in the fields of Mineral Resource Engineering or Process Engineering or similar. Moreover, the qualifications and other admission criteria as stipulated in section 49 HG do apply.

(2) A prerequisite to commence the studies is a qualified degree awarded in a study programme specified in paragraph 1 with a result of at least 180 credit points and the overall mark 3.0 (German grading system). If the student does not provide these minimum results according to paragraph 1, he or she may be permitted to enrol in the programme in individual cases. Whether the admission criteria are fulfilled will be determined by an admission committee that shall be established according to the admission regulations. In the case of doubt, an admission interview or a written test will determine whether the candidate is eligible to commence his or her studies. The decisive criteria to assess the candidate's eligibility for the admission interview are a separate determination of the specialist qualification, the identification of special achievement in the field of Mineral Resource and Process Engineering or the identification of a special disadvantage on which the curriculum vitae is based.

(3) The following students shall also be able to enrol as full-time students or visiting students of the Master's programme Mineral Resource and Process Engineering: students who have been awarded a Bachelor's degree or a *Diplom* degree in other fields of engineering and science within scope of the jurisdiction of the German Constitution. In such cases, enrolment or admission will only be successful if the specialist preconditions for a successful completion of the Master's programme Mineral Resource and Process Engineering are given, and the study objectives as stipulated in section 2(2) of these examination regulations can be achieved. The same applies to students who have obtained university degrees of science and engineering outside the scope of the jurisdiction of the German Constitution provided the degrees meet the requirements of paragraph 1 and contain a final thesis. Whether the admission criteria are fulfilled will be determined by an admission committee that shall be established according to the admission regulations. This procedure is also regulated in the pertinent admission regulations. In the case of doubt, an admission interview will determine whether the candidate is eligible to commence his or her studies. The admission interview is subject to the criteria listed in paragraph 2.

(4) The admission of students with disabilities is subject to the respective agreement based on the Convention of the United Nations on the Rights of Persons with Disabilities (German Federal Law Gazette BGBl II, 2008,1419).

(5) The courses of the study programme will be taught in German and in English, respectively. Therefore, another criterion of admission is the evidence of English language knowledge at a level of minimum B2 according to the Common European Framework of Reference. To evidence this knowledge, one of the following qualifications must be provided:

- (a) having passed the TOEFL iBT with a result of 87 points minimum
- (b) having passed the IELTS test with a result of 6.0 points
- (c) having passed another acknowledged language test with a result equivalent to TOEFL and IELTS points
- (d) having completed a study programme fully in English at an acknowledged university of a duration of at least one year
- (e) having completed school education fully in English at an acknowledged school of a duration of at least one year
- (f) having obtained a degree in a relevant study programme that offers courses of technical English with a scope of at least 2 credit points
- (g) speaking English as a native language or having grown up and completed school education in an English-speaking country.

Where German-language modules are selected, another admission criteria to be fulfilled is sufficient evidence of knowledge of German language according to section 3(2) of the enrolment regulations. This evidence is usually provided by a certificate that proves the successful passing of the German language test for the university admission of foreign applicants (DSH) or of the test German as a foreign language (TestDaF).

If students have obtained their Bachelor's degree at the THGA, their language knowledge is deemed as evidenced.

(7) Admission to the Master's programme has to be denied if the applicant has irreversibly failed a module examination of a comparable study programme at a university within the scope of jurisdiction of the German Constitution. However, admission may be granted if the failed module was not one of the compulsory examination components of the respective Master's programme. In the case of doubt the examination board is to decide whether an applicant will be denied admission on grounds of irreversibly failing an examination.

#### **Section 4 Study advice**

(1) The department where the programme is placed is responsible for study advice during the course of the programme. This advice will be given by the study advisor of the department, appointed by the responsible vice president of the THGA, and is supposed to provide support and orientation to the students on how to structure their course, which methods to apply and which major to choose while ensuring that the principles of academic freedom shall be honoured.

(2) The vice president will obtain information on the students' progress up to the end of the third semester. Students who have achieved less than 20 credit points will be offered compulsory study advice by the vice president in accordance with section 36 of the University Charter.

#### **Section 5 Enrolment, standard programme duration, structure and scope (modules/credit points)**

(1) Generally, the Master's programme shall commence in the winter semester. Nevertheless, students can also enrol for the course in the summer semester joining the ongoing programme. Exhaustive study advice shall support the introduction.

(2) The Master's programme has a workload of 120 credit points. The programme has a standard duration of four semesters full-time or six semesters part-time. The workload of the part-time programme is designed for students who are in employment and will be attending evening courses. To ensure the students' success the THGA shall ensure that – where possible – no teaching module shall contain knowledge requirements of content that will be taught at a later point of the study programme.

(3) The programme consists of compulsory modules for both majors, optional compulsory modules for each major, and a work placement of a total number of 40 working days as stipulated in the Guidelines for the Work Placement (Appendix 2).

(4) The programme comprises modules for which credit points (CP) are awarded in compliance with the European Credit Transfer System (ECTS) to ensure the acknowledgement of study achievements. The descriptions of the modules are provided in the study regulations.

(5) On written request by the student he or she will be permitted to once change the major chosen in their study programme (section 11) on the condition that he or she has not irreversibly failed an examination of one of the optional compulsory modules.

(6) Admission to courses offered where participation is compulsory may depend on specific conditions, in particular the question whether one or several other modules have been successfully completed in advance.

(7) The study programme contains face-to-face modules (lectures, seminars, exercises etc.) of a scope of 60 CP, and research-focused self-study courses of a scope of 60 CP which include the Master's thesis. The face-to-face modules are self-contained, independent modules of the same size (5 CP each) so that the students can easily and flexibly compile their semester programme from the modules offered in the winter and summer semester. The research-related modules can be freely chosen disregarding the semester.

## **Section 6 Examination board**

(1) An examination board is to be established to be in charge of the organisation of examinations and the arrangement of duties entrusted to it by these examination regulations. The responsibility of the vice president in charge shall remain unaffected in accordance with section 27 HG. The examination board is an authority as defined by the law on administrative procedures. It shall constitute of a maximum number of 12 people, of which:

- a) six members are to be selected from the pool of professors including the chairperson and vice chairperson;
- b) three members are to be selected from the pool of research assistants and lecturers and
- c) three members are to be selected from the pool of students.

(2) The members of the examination board shall be elected by the senate. Any further details of the election, the assignment of tasks as well as the procedures and decision-taking of the examination board are stipulated in the rules of procedure of the examination board enacted in consultation with the senate.

(3) The examination board has to ensure that the examination regulations are complied with and that examinations are conducted properly. In particular, it is to rule on objections brought forward against decisions that were made in exam-related matters. Moreover, the board regularly reports to the vice president in charge and to the senate on developments related to examinations and gives advice on potential reforms of the curriculum, the study regulations and the examination regulations.

(4) The members of the examination board have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned during the same examination period.

(5) The meetings of the examination board are not open to the public. The members of the examination board and their deputies are subject to obligation of secrecy. They are to be sworn to secrecy by the chairperson of the examination board.

(6) Incriminating decisions of the examination board or its chairperson are to be reported in writing to the affected student promptly stating the reasons for this decision and providing instructions on the right to appeal. Prior to any action, the affected student has to be granted the right to be heard. Section 2(3,3) of the North-Rhine Westphalian Administrative Procedure Act (*Verwaltungsverfahrensgesetz*) shall remain unaffected, particularly regarding the exemption from the obligation to state reasons and provide a hearing on evaluations of scientific and artistic nature.

## **Section 7**

### **Examiners and co-examiners**

- (1) The examination board is to appoint the examiners and co-examiners.
- (2) The examining persons shall have held an independent teaching position in the subject to be examined. The persons teaching at the university are authorised to conduct university examination as are persons experienced in the professional practice and in the education of people where this is necessary or appropriate to achieve the objective of the examination. Examination achievements are to be evaluated only by persons who hold at least the qualification to be determined by the examination or an equivalent qualification. Where more than one examiner has to be appointed, at least one person shall have held a teaching position in the subject to be examined. Examiners are independent for examination purposes.
- (3) Repeat examinations where failure cannot be compensated have to be evaluated by at least two examiners in compliance with section 2. The grade awarded if the marks of the two examiners are not identical is a result of the arithmetic mean of the individual marks. Section 23(7) shall remain unaffected.
- (4) The chairperson of the examination board takes care that the names of the examiners will be made known to the examinees usually not later than two months prior to the examination. It is sufficient to post this information on the university bulletin board accessible by all students. Principally, it has to be assumed that those lecturers who are teaching or have taught the module or parts of the module according to the curriculum for a special group of participants will also be examiners. They shall be in charge of setting the tasks for written examinations and conducting oral examinations. The examination board shall decide whether an additional examiner needs to be appointed. After the examiners' names have been disclosed, a short-term change of examiners can only be done if compelling reasons are in place.
- (5) The examination board is to ensure that examination duties are split as evenly as possible amongst the examiners.
- (6) These examination regulations have to be made known to all examiners and co-examiners.
- (7) The examiners and co-examiners are obliged to secrecy.
- (8) Only such persons shall be appointed as co-examiners who hold at least the qualification subject of this examination or an equivalent qualification.

## **Section 8**

### **Recognition of examinations and achievements**

- (1) Examinations and achievements completed in the same or a comparable programme at other state-run and state-acknowledged universities; state-run or state-accredited colleges and vocational academies (*Berufsakademien*), as well state-run and state-acknowledged universities abroad are to be recognised upon written request to the examination board provided the competencies acquired are of no major difference to those that are to be substituted. The same applies to university degrees that are a completion of study programmes as defined in sentence 1. The acknowledgement according to sentence 1 and 2 serves the continuation of studies, the taking of examination, or the commencement of a further study programme.
- (2) Major differences can exist in particular when the competencies acquired do not meet the requirements of the respective Master's study programme. Here, no schematic comparison is to be done, but an overall inspection and assessment instead. The recognition of study times spent and university examinations and achievements completed at a university outside the jurisdiction of the German constitution are subject to the equivalence agreements approved by the Conference of Ministers for Cultural Affairs and, in addition, the agreements entered into as part of the university partnership. In the case equivalence is doubted, the Central Office for Foreign Education may be heard.

(3) A recognition of examinations or achievements from other study programmes at the THGA is subject of the conditions stipulated in paragraphs 1 and 2, accordingly.

(4) The student has to submit the documents which are required for the recognition in either German or English language. If documents are not available in German or English, a certified copy in one of the languages have to be submitted if required by the respective examination board. The documents have to contain the following: statements on the competencies acquired and, in this context, details of the failed examinations/modules or passed examinations/modules which are to be recognised. For the recognition of study times and achievements from study programmes usually the corresponding module descriptions and the transcript of records or similar have to be provided.

(4) Study and examination achievements of young students obtained before commencing their studies will be recognised on written request according to section 48(6) HG.

(6) If requested in writing, the examination board can decide on the recognition of any other knowledge and qualifications (section 63(2,3) HG) on the basis of submitted documents if such knowledge and qualifications are of the same content and quality as those they shall substitute. The total amount of such equivalent knowledge and qualifications is limited to 50% of all credit points intended for one major.

(7) If examinations and achievements are recognised, the grades – if comparable grading systems exist – are to be adopted and considered for the overall mark. If there is no comparable grading system, the comment 'recognised' will be entered.

(8) The examination board decides on the recognition according to sentences 1-6, generally after hearing the examiners in charge of the modules in question. The decision on the recognition shall be taken not later than two months after the required documents have been submitted completely.

(9). The student shall be informed of the decision of not recognising study times spent at other universities in Germany or abroad as well as examinations and achievements or other knowledge and qualifications in writing. The statement must include a reason and instructions on the right to appeal.

## **Section 9**

### **Evaluation of examinations and achievements**

(1) The grades of the examinations are decided by the individual examiners. The following marks can be awarded:

1 = excellent	= to excellent achievements;
2 = good	= to achievements well above the average requirements;
3 = satisfactory	= to achievements that meet the average requirements;
4 = sufficient/passed	= to achievements that meet the requirements despite their shortcomings;
5 = failed/not passed (n.b.)	= to achievements that do not meet the requirements due to substantial shortcomings.

Marks of examinations and achievements can be differentiated by interim values of 0.3 below or above the full grade to award a higher or lower mark. The grades 0.7, 4.3, 4.7 and 5.3 are invalid.

(2) An examination is passed if the student's performance is at least evaluated as 'sufficient'. Once an examination has been passed, the examinee has to be awarded the credit points assigned to the examination in compliance with the appendix below relating to the curriculum. If a module consists of several parts, the examination can be split into different partial examinations taking section 13(1) into account; the module examination is passed if student's performance in each of the partial examinations has been evaluated at least as 'sufficient'. The grade for the module is derived from the weighted mean value of the assigned credit points of the different marks for the several parts.



(3) A module is passed if all pertinent examinations have been passed with a mark of at least sufficient (4.0) and all other CP or modules have been achieved or completed according to the examination regulations of the respective major. The overall grade for the module is derived from the weighted mean value of the different marks for all pertinent examinations.

(4) If several examiners participate in an examination, the examiners are to jointly evaluate the examination. Should the evaluations differ from one another, the grade is to be determined by the arithmetic mean of the individual grades.

(4) Calculated grades that differ from the grades listed above are to be determined as follows.

Figures

– up to 1.5	equal the grade	‘excellent’,
– above 1.5 up to 2.5	equal the grade	‘good’,
– above 2.5 up to 3.5	equal the grade	‘satisfactory’
– above 3.5 up to 4.0	equal the grade	‘sufficient’,
– above 4.0	equal the grade	‘failed’.

(5) When it comes to the calculation of grades, only the first decimal is to be factored in; all other decimals are to be dropped without rounding.

(6) Students are to be informed about the results of the examinations’ evaluation no later than four weeks after they sat the exam.

## **Section 10 Retaking examinations**

(1) With the exception of the Master’s thesis, students may retake module examinations twice if they did not pass them or if the examinations are considered as ‘not passed’. Section 16(6) shall remain unaffected.

(2) The Master’s thesis can be retaken only once if considered as ‘not passed’.

(3) The rewriting of the Master’s thesis has to be registered not later than three semesters after the first attempt failed. The protective clauses of sections 3, 4, 6 and 8 of the Maternity Protection Act and, accordingly, the periods of the Federal Act on Child Benefits and the consideration of time taken off for the nursing care of people according to section 48(5,5) HG shall not be considered in that period. If this period is exceeded, the student shall lose their claim to rewrite their Master’s thesis unless there is evidence that the exceeding was not the student’s fault. The loss of the right to retake the examination usually leads to the student’s removal from the register of students.

(4) If a written module examination is evaluated as ‘sufficient’, it can usually not be retaken. Upon request the examination board may grant students the opportunity to improve their marks twice during their course of studies. If such a request is granted, the retake examination has to be sat at the next possible examination appointment. The better grade shall be valid.

## **Section 11 Choice of major**

The student decides for his or her major by irreversibly registering for a module exam that is clearly allocated to only one of the two majors. On written request, he or she will be able to withdraw once according to section 14(3) within the given period; otherwise, he or she will only be able to change the major once (section 5(6)).

## **Section 12**

### **Absence, withdrawal, cheating, breaches**

(1) An examination is deemed 'failed' (n.b.) if the examinee does not appear for an examination and is not able to present a good reason for their absence or if the student withdraws from it without good reason after the examination has begun or if they do not submit an assessable examination achievement by the time stipulated.

(2) The reasons stated for missing or withdrawing from an examination are to be promptly reported to the examination board, to be documented in writing and to be substantiated by the student. In case of withdrawal, the student also has to orally inform the examiner or the invigilator of the examination. In case of sickness, students are required to submit a comprehensible medical certificate attesting to their incapability of taking the examination; this certificate needs to be presented in either English or German or in a certified translation from the original language into English or German. If the examination board accepts the reasons given as good reasons, the examination shall be deemed as not taken. If the examinee completes the examination and submits the written paper required, the examination will be evaluated based on the results achieved. The examinee can only withdraw from a taken examination for important reasons.

(3) In individual cases, the chairperson of the examination board is entitled to require the presentation of a medical certificate of an independent medical examiner who was appointed by the examination board for selection. The cost of this independent medical certificate are borne by the university.

(4) If a student attempts to manipulate the result of their examination by cheating, e.g. by using non-permissible means, or if they assist in cheating or an attempt of cheating, this matter has to be attested by the examiner or the invigilator and to be put on record. Depending on the grievance of the cheating or attempt of cheating, the examiners shall decide whether no further sanctions are needed or whether the examination concerned is to be graded 'failed' (n.b.) and the Office of Student and Examination Services will be notified of the cheating or attempt of cheating.

(5) An examinee who disrupts the proper course of an examination may be expelled from continuing the examination by the examiner or the invigilator after having been given prior warning. The reasons for the expulsion are to be put on record. The examination board has to decide if the examination concerned is to be graded 'failed' (n.b.) and the Office of Student and Examination Services will be informed of the disruption.

(6) In serious cases of cheating and breaches the examination board can decide to bar the examinee from performing other achievements with regard to this examination. In repeated or particularly severe cases of cheating the student may also be removed from the register of students.

(7) Students who deliberately breach the regulations concerning cheating on examinations of these examination regulations commit an offence. This offence may be subject of a fine of up to EUR50,000.

(8) Incriminating decisions of the examination board in accordance with sentences 1-6 above are to be reported in writing to the affected student promptly by the respective examination board. The statement must include a reason and instructions on the right to appeal.

## **Section 13**

### **Objectives, length and types of module examinations**

(1) The modules are usually completed by taking module examinations. Deviations to this rule are possible in exceptional cases, in particular, if the intended objective of an appropriate examination load while ensuring competence-oriented examinations is achieved.

(2) The module examinations are to determine whether students are proficient in the essential topics and methods taught in the modules, and whether they are capable of independently applying the knowledge and skills acquired. The students' results are to be evaluated using the objectives described in the individual module specifications.

(3) Principally, the examinations can be conducted in English or German. Where examinations are conducted in English, the examination shall determine this together with the announcement of the examination length and type according to the period stipulated in paragraph 3.

(4) The module examination is either a written examination according to section 16 with a length for its completion between one and three hours; a written paper according to section 16, or an oral examination according to section 17 with a length of twenty to forty minutes. After consultation with the examiners, the examination board is to determine the type and length of the individual module examinations at least two months prior to the examination period; the board's decision is to be binding. In consultation with the examiner it will be ensured that all types of examination intended by the examination regulations and study regulations will be performed during the entire programme.

(5) Module examinations that relate to seminars, projects and practical exercises can be done as a term paper; thus, the evaluation will be performed in part or in total continuously during the semester. Otherwise, the same regulations do apply as those for term papers according to section 16(5).

(6) The deadlines mentioned in section 13(4) shall not apply to the type of course given in section 13(3).

(7) The rules mentioned above also apply to examination of partial modules. Depending on the subject of the partial module, a term paper may also be set for assessment. In total, the time limits mentioned in paragraph 4 shall not be exceeded for the module examination.

(8) Students may also choose take exams in modules offered by the THGA other than those required by their own application examination regulations (additional modules). Upon the student's written request, those examination results will not be included in the Master's certificate. The result of those examinations will not be considered for the overall grading of the Master's degree. Section 10(1) applies accordingly.

#### **Section 14** **Admission to module examinations**

(1) Students are to apply for the admission to examinations at the examination board within the registration period stipulated by the examination board. The application is usually done via the electronic registration/deregistration process.

(2) Students may revoke the registration for a module examination via the electronic registration/deregistration process within the registration period. By doing so, students will not have to provide a reason and will not lose an examination attempt. After the registration period is over, students can no longer deregister from an examination. Section 12 remains unaffected.

(3) If an candidate firstly applies for the admission to an examination of one of the two majors and does not revoke this application in due time, then the candidate has bindingly opted for this major. Section 5(5) and section 11 shall remain unaffected.

(4) Students may only be admitted to an examination if they are enrolled at the THGA as current students or if they are admitted as visiting students.

(5) According to section 18(1) students are required to provide evidence of participation as a condition of admission to the examination in accordance with the curriculum (see Appendix 1). For courses whose objectives cannot be achieved without students' participation in the course, the regular attendance of students can be made compulsory. This is only the case when the requirement of attendance is apparently inevitable for achieving the specific objective.

(6) Admission is to be denied if

- a) the examinee does not meet the requirements stated in sentences 1, 4 and 5, or
- b) the documents are incomplete and the examinee does not submit the remaining ones by the date set by the examination board, or

- c) the examinee does not bring immediately to the attention of the Office of Student and Examination Services that their registration for the examination has not been confirmed.

Moreover, admission may be denied if the examinee has – within the jurisdiction of the German constitution – lost the right to take an examination in the same study programme by missing the deadline for retaking the exam; this rule also applies to related or comparable study programmes.

(7) Admission to a module examination is to be decided by the examination board.

### **Section 15 Conduct of module examinations**

(1) The examinations are to be scheduled in such a way that students will not miss any lectures.

(2) For each module examination of the types written examination and oral examination at least two dates shall be scheduled for each semester. The dates of the examinations are determined by the examination board and usually announced at the beginning of the semester.

(3) The examinees have to prove their identity upon the examiner's or the invigilator's request by providing the following: either an official document in Roman letters and a photograph of the holder or the student's matriculation card; if such evidence cannot be presented, the student has to be expelled from the examination.

(4) If the examinee – by submitting a medical certificate or in a different manner – substantiates that they are not capable of completely or partly taking the examination or assessment in its intended form due to a permanent disability, the examination board may allow the student to take an equivalent examination in a different form. The examination board has to ensure that the design of the examination conditions compensates for any disadvantages persons with disabilities may have. In the case of doubt, the chairperson of the examination board may require further evidence from the examinee. The examiners have to be notified of the compensation for the disadvantages approved by the examination board immediately after application to the examination.

### **Section 16 Written examinations and term papers**

(1) Written examinations are examinations done in writing or using software under supervision.

(2) In written examinations or term papers, the examinee is to prove that – within a defined time frame and with defined resources – they are capable of identifying the context and relating specific issues of their subject field, and that they are capable of applying correct methods to solve problems stemming from areas covered by the module.

(3) The examiners shall decide on the means permissible in a written examination and a necessary and scheduled supplementary oral examination. A list of the permissible means has to be published by the examiners latest by the end of the application period on a university bulletin board or other university platform according to section 14(1).

(4) A written term paper is the solution of a task set by the examiner during the course of the semester. The student shall elaborate and submit a written solution; this elaboration may be supplemented by practical work (e.g. in a laboratory or a workshop or in field exercises) and/or a short presentation including a discussion of an overall length of approx. fifteen minutes.

(5) If the examination board decides that the examination will take the form of a written examination or a term paper, the evaluation of the examination has to be announced usually up to six weeks after the examination date has been set by the Office of Student and Examination Services.

(6) Before the grade 'not passed' (n.b.) is evaluated after the final retake of the written examination or term paper, the examinee can take a supplementary oral examination. This regulation shall only be

drawn upon for two examinations. The supplementary examination takes place promptly after the result of 'not passed' has been announced and upon the student's written request that has to be submitted without delay. The examiners of an examination shall jointly hold the supplementary examination; in all other matters, the regulations of oral examinations as stipulated in section 17 shall apply. Depending on the result of the supplementary oral examination, the grade 'sufficient' (4.0) or 'not passed' (n.b.) can be evaluated. In cases subject to section 12(1,3), i.e. absence, withdrawal and cheating, sentences 1-3 and 4 do not apply.

### **Section 17** **Oral examinations**

(1) Oral examinations are stipulated by the regulations for written examinations (section 16) except for 16(6).

(2) Tasks to be worked upon in written form may be a component of the oral examination in an appropriate manner if the nature of the oral examination is not compromised.

(3) Oral examinations are to be held by one examiner in the presence of another examiner and, if necessary, a co-examiner. Oral examinations can be taken as group examinations or individual examinations.

(4) Minutes are to be kept about the essential topics and the results of the examination, in particular about facts that are essential for the grading of the examination. The grade is to be reported to the examinee after the examination.

(5) Students who intend to take the same examination in a different examination period may be present at the examination as audience, provided that there is enough space and that no examinee did object to this provision when they registered for the examination. Students may neither be present during the examiners' consultation nor during the announcement of examination results to the examinees.

### **Section 18** **Certificates of attendance**

(1) Some courses, such as study trips, language courses, practical courses, practical exercises and similar exercises, where the attendance of students is apparently compulsory, will be completed by obtaining a certificate of attendance (CA). If attendance was successful, the certificate will be issued without any grade. Such certificates of attendance are usually prerequisites of admission to examinations (PAE).

(2) Certificates of attendance will be issued if the student has regularly attended the course and actively participated in it; this includes the execution and documentation of assignments. For courses where attendance is compulsory, the permissible number of hours that can be missed has to be aligned with the objective of the respective course and also includes missing hours for which a medical certificate is provided. Depending on the content of the course, the permissible lessons missed may be up to 30% of the presence time assumed. The permissible hours missing and the opportunity and form of any kind of substitute work to compensate for lessons missed are defined and announced by the lecturer at the beginning of the course.

(3) Courses where attendance is compulsory have to be identified as such in the pertinent module descriptions.

(4) To students who have a permanent physical disability the provisions of section 15(4) shall apply regarding the acquisition of certificates of attendance.

### **Section 19** **Not relevant**

**Section 20**  
Not relevant

**Section 21**  
**Content of the Master's thesis**

(1) The Master's thesis is to provide evidence that the examinee is capable of independently completing an advanced assignment on a subject pertaining to their field of study within a given time frame, relating it to an interdisciplinary context and making use of proven scientific and subject-related methods. The Master's thesis is either a self-dependent investigation or discusses a known topic under new aspects.

(2) The Master's thesis may be elaborated in an institution or organisation outside the THGA; the examinee has the right propose topics for their Master's thesis.

(3) Upon written request, the chairperson of the examination board ensures that the examinee is assigned a topic for their Master's thesis without delay.

(4) A Master's thesis may also be written as part of a joint team project if the individual student's contribution to be evaluated as examination is clearly distinguishable and can be assessed accordingly, and if the contribution of each examinee complies with the requirements stated in clause 1. In order to verify a student's contribution, aspects such as passages, page numbers or other objective criteria allowing for a clear distinction are to be indicated.

**Section 22**  
**Registration for the Master's thesis**

(1) The registration for the Master's thesis is to be addressed in writing to the examination board and to be submitted to the Office of Student and Examination Services. Students are supposed to propose two examiners for their Master's thesis (section 23(7)) and the final oral examination (section 24(3)) with their registration. The proposals require the written approval of the examiners on the registration form. Students have to provide a statement on previous attempts to execute a Master's thesis with their registration form.

(2) The module "Master's thesis and final oral examination (*colloquium*)" always have to be evaluated by two examiners who have to reason their evaluation in writing according to section 9. The topic of the Master's thesis can only be assigned once the student has achieved 60 credit points and the work placement has been completed. For reasons of a better feasibility of studies it is strongly recommended to render the module "Master's thesis and final oral examination (*colloquium*)" as the final part of the examinations.

**Section 23**  
**Completion and evaluation of the Master's thesis**

(1) The topic of the Master's thesis and the time for its completion are to be assigned by the examination board. The time of the assignment is to be the day on which the chairperson of the examination board informs the student about the topic of the Master's thesis and the thesis advisers according paragraph 7; the time of assignment is to be put on record.

(2) Students have six months (full-time) or nine months (part-time) to write their Master's thesis; the thesis must have a scope of 27 CP. The topic and assignment must be designed in a way that allows for the Master's thesis to be completed within the allocated time frame. In exceptional cases, the chairperson of the examination board may extend the deadline of submission by up to maximum four weeks for full-time students and six weeks for part-time students, respectively, if the student concerned submits a written request prior to the deadline, in which he/she is to justify the reasons for extending the deadline. One thesis adviser is to be consulted on the request.

(3) Students may withdraw from a topic of the Master's thesis only once and only during the first four weeks of the assigned time frame as a full-time student and during the first six weeks of the assigned time frame as apart-time student without stating their reasons for doing so. In the case that a Master's thesis that was deemed 'not passed' is rewritten, the withdrawal shall only be permitted if the examinee did not draw upon this opportunity during the first attempt of writing their Master's thesis.

(4) To students who have a permanent physical disability the provisions of section 15(4) shall apply.

(5) The Master's thesis is to be written in either English or German. It has to be submitted in due time, as three printed and bound copies and as one electronic copy, to the chairperson of the examination board via the Office of Student and Examination Services. In addition, a written abstract of the Master's thesis has to be done in German and English. This abstract needs to be integrated into the appendix of the Master's thesis, and it needs to be submitted as both a paper and in electronic form to the examiner of the Master's thesis. Further details are stipulated in the information on how to execute final written examinations.

(6) When submitting the thesis, the student is required to declare as a written affidavit that they have independently written the thesis – in the case of a joint team project their part of the thesis, which has been marked accordingly – and have used no other than the sources and means indicated and marked as quotations. The time of submission is to be put on record. If the thesis is submitted by mail, the decisive criterion is the point of time at which the thesis is submitted to the postal service. If the Master's thesis is not submitted in due time, it is evaluated as 'not passed' (n.b.).

(7) The Master's thesis is to be advised and evaluated by two examiners who are appointed by the examination board. At least one of the examiners has to be a professor at the THGA; in exceptional cases, this rule may not apply provided one of the other examiners is authorised to conduct examinations according to section 65 of North Rhine-Westphalia's HG; in addition, this examiner needs to hold both a doctoral degree and a full-time post at THGA and can provide evidence that he has specialist knowledge in the Master's thesis to be evaluated.

(8) If the examiners' evaluations differ from each other, and the divergence of both grades is less than 2.0, the grade for the Master's thesis is calculated by the arithmetic mean of both individual grades. If there is a divergence of 2.0 or greater, the examination board is to determine a third examiner. In this case, the grade for the Master's thesis is calculated by the arithmetic mean of the two better individual grades. However, the Master's thesis can only be graded 'sufficient' or better if at least two of the grades are 'sufficient' or better. All evaluations have to be reasoned in writing.

(9) The examinees have to be informed of the evaluation of the Master's thesis latest six weeks after submitting the thesis.

## **Section 24**

### **Final oral examination (*Colloquium*)**

(1) The final oral examination complements the Master's thesis. It is to be evaluated as an independent examination and is to be held within two months after the submission of the Master's thesis. It is to determine whether the examinee is capable of orally presenting and independently justifying the findings of the Master's thesis; its scientific and methodological fundamentals; its inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice.

(2) Students may only be admitted to the final oral examination if they have received a grade of at least 'sufficient' for their Master's thesis. Students are required to file a written registration for the final oral examination addressed to the chairperson of the examination board. They are also required to submit proof of having met the admission requirements stated in sentence 1 unless the examination board is already in possession of such proof. Moreover, students have to submit a statement on previously taken examinations and whether the admission of audience during the final oral examination will be objected according to section 17(5). Students may also register for the final oral examination when they apply for admission to the Master's thesis; in this case, students are admitted to the final oral examination as soon as all required proof and documents have been submitted to the examination board.

(3) The final oral examination is normally to be held and evaluated by the examiners of the Master's thesis. If section 23(8) applies, the final oral examination is to be held by those examiners whose individual evaluations were used to calculate the grade for the Master's thesis. Otherwise, the provisions laid down for oral examinations (section 17) apply accordingly.

(4) To students who have a permanent physical disability the provisions of section 15(4) shall apply.

## **Section 25**

### **Results of the Master's examination**

(1) The examinee has passed the Master's examination if all modules required by the examination regulations have been completed successfully; in total, 120 credit points will be obtained with passing the Master's examination.

(2) The examinee has irreversibly failed the Master's examination if one of the examinations stated in clause 1 has been irreversibly evaluated as 'not passed' (n.b.) or is deemed 'not passed'. Section 5(5) remains unaffected. Examinees are to be notified if they have failed the Master's examination. This notification is to include instructions on the right to appeal. After the student's removal from the register of students, the examination board, upon the examinee's written request, will issue a certified document, listing the examinations and achievements of the student and their respective grades, as well as the examinations missing in order for the student to complete the Master's examination. This certification must include a statement that the student has irreversibly failed the Master's examination.

(3) Upon written request, students who are leaving the THGA without a completed university degree shall receive a document listing only the completed examinations and achievements and their respective grades.

## **Section 26**

### **Composition of the final cumulative grade, report, master's certificate and diploma supplement**

(1) The final cumulative grade for the Master's examination is to be determined by the arithmetic mean of the individual grades and their weighted credit points for the module examinations stipulated by these examination regulations and that for the Master's thesis in accordance with section 9. Only the first decimal shall be considered when determining the final grade and shown on the certificate. Grades acquired in additional modules are not accounted for in the calculation of the final cumulative grade.

(2) In addition to the grade in compliance with the grading scheme of German universities, the final cumulative grade has to additionally show a relative grade according to the following scale of ECTS grading:

ECTS grade	Proportion of students who passed the examination with that mark in relation to the total number of students who passed the examination
A	the best 10 %
B	the following 25 %
C	the following 30 %
D	the following 25 %
E	the following 10 %

The ECTS grades are calculated based on the final cumulative grades of the German grading system with one decimal from 1.0 to 4.0.

(3) The calculation of the relative grades is based on the final cumulative grades of the graduates of the individual study programme who have completed their studies successfully within the last thirty-six months prior to the month in which the certificate is issued. The group size on which the ECTS grade is based has to comprise at least thirty graduates. If this size is not reached within 36 months, the period has to be extended until the required group size is reached.



(4) In exceptional cases that are well-reasoned the ECTS grade can also be shown for individual modules upon written request. Paragraph 3 does apply accordingly. The decision is to be made by the examination board.

(5) The ECTS grade is shown for the first time if the requirements of paragraph 3 are fulfilled.

(6) If the Master's is passed examination according to 25(1), graduates are to receive a report on the passed examination promptly. This examination report is to include the grades and credits for all module examinations, the topic of the Master's thesis, the grades and credits for the Master's thesis and the final oral examination, and the final cumulative grade for the Master's examination. In addition, the major chosen has to be stated, and the additional modules and their grades will also be shown in the report in accordance with section 13(8); however, they are not taken into account for the final cumulative grade of the Master's examination.

(7) The examination report is to be signed by the chairperson of the examination board, and it is to bear the seal of the THGA and the date of the day on which the last examination was completed.

(8) Graduates are to be handed out their Master's certificate along with the examination report, bearing the date stated on the latter. This certificate is to attest to the conferral of the degree Master of Science stating the study programme and the major in which the degree was obtained. The Master's certificate is to be signed by the vice president in charge and to bear the seal of the THGA. The Master's certificate will be issued in English upon written request.

(9) Alongside the Master's certificate and examination report, graduates are to receive a diploma supplement issued by the examination board. This diploma supplement informs on the essential study course subjects on which the degree is based; the course of studies, the competences obtained with the degree and the university awarding the degree. The students have to inform the Office of Student and Examination Services in due time to which extent they had performed special achievements or activities during the course of study, e.g. participation in academic committees and committees of student management, internships abroad and exchange semesters.

## **Section 27**

Not relevant

## **Section 28**

### **Inspection of examination papers**

(1) After completing the examination procedure, the examinee – upon written request – is to be granted an inspection of the written examination concerned, Principally, the inspection is to be done at the premises of the THGA, the examiners shall determine the point of time when the inspection will be possible.

(2) The examinee shall have no right to copy – electronically or manually – parts of the examination concerned or to take pictures during the inspection. The right to take notes shall remain unaffected.

## **Section 29**

### **Invalidity of examinations**

(1) If a student cheated during an examination and the cheating was detected only after the certificate and the certifications mentioned in section 25(2,4) were issued, the examination board is entitled to retroactively correct the grades for those examinations during which the student cheated and to render the Master's examination failed or partially failed.

(2) If the requirements for admission to an examination were not met but the student did not attempt to cheat, and if this matter was detected only after the certificate or the certification mentioned in section 25(2,4) were issued, this shortcoming is offset by the student's passing of the examination. If the student deliberately effected a wrongful admission, the examination board is to decide on the legal consequences with due regard to the North-Rhine Westphalian Administrative Procedure Act.

(3) Before any pertinent decision is taken, the affected candidate must be given opportunity to comment.

(4) The incorrect examination certificate or the incorrect certification mentioned in section 25(2,4) are to be taken back; a corrected examination certificate and certification have to be reissued if need be.

(4) A decision pursuant to subsections 1 and 2 is to be ruled out after a period of five years have passed since the examination certificate or certification mentioned in section 25(2,4) were issued.

(6) If the examination has been rendered failed in total, the academic degree has to be revoked and the Master's certificate has to be taken back.

### **Section 30 Appeal procedure**

Concerning decisions in examination matters there is the right to appeal. This appeal has to be submitted either in writing or for the record to the examination board within one month after having been informed on the respective decision. If the appeal is not remedied, a written statement is to be issued which must include a reason and instructions on the right to appeal.

### **Entry into force**

(1) These examination regulations enter into force immediately (as of 28<sup>th</sup> June 2017).

The examination regulations are published on the basis of the resolution of the Senate of the Technische Hochschule Georg Agricola of 27<sup>th</sup> June 2017.

Bochum, 28<sup>th</sup> June 2017.

Signed:

Prof. Dr. Kretschmann  
President  
Technische Hochschule Georg Agricola  
University of Applied Sciences

## Major Mineral Resource Engineering

	Exam type*	Credit points CP			
		SuSe	flexible	WiSe	
<b>A Compulsory field Mineral Resource and Process Engineering</b>					
Research-oriented modules					
Planning Seminar Mineral Resource Engineering or Process Engineering	SP	10			
Writing and Publishing Specialist Articles and Conference Papers, Simulation Game	SP			10	
Practice of Business and Research, Project Work	SP		10		
Master's Thesis and Final Oral Examination (Colloquium)	W 27, O 3		30		
Management Skills					
Sustainable Management and Communication	WE			5	
Health and Safety, Environmental Aspects 2	WE			5	
Controlling, Leadership and Corporate Governance	We			5	
Sustainable Energy and Raw Materials Supply	W/O			5	
<b>B Optional compulsory field, major Mineral Resource Engineering</b>					
Surface and Underground Mining Equipment					
Surface and Underground Mining Equipment	WE 4, SP 1	5			
Surface Mine Design					
Surface Mine Design	WE			5	
Underground Mine Design					
Underground Mine Design	W/O			5	
Mining-Induced Ground Movements and their Consequences					
Mining-Induced Ground Movements and their Consequences	WE			5	
Mine Planning and Feasibility Studies					
Mine Planning and Feasibility Studies	W/O	5			
Mine Ventilation 2					
Mine Ventilation 2	W/O 4, SP 1			5	
Software-based Mineral Deposit and Mine Modelling					
Software-based Mineral Deposit and Mine Modelling	WE 4, SP 1	5			
Optional compulsory module from the major Process Engineering					
Optional compulsory module from the major Process Engineering	see module description		5		
Total result		25	45	50	120

### Curriculum part-time studies

Sem. 1			20	
Sem. 2	20			
Sem. 3			20	
Sem. 4	20			
Sem. 5, Master's thesis in proportion			20	
Sem. 6, Master's thesis	20			
Total result	60			60

### Curriculum full-time studies

Sem. 1			30	
Sem. 2	30			
Sem. 3			30	
Sem. 4, Master's thesis	30			
Total result	60			60

\* WE = written exam, OE = oral exam, W/O = written or oral exam, SP = written seminar paper and/or presentation, CA = certificate of attendance required for admission to the examination; numbers mark assigned credit points

## Major Process Engineering

	Exam. type*	Credit points CP			
		SuSe	flexible	WiSe	
<b>A Compulsory field Mineral Resource and Process Engineering</b>					
Research-oriented modules					
Planning Seminar Mineral Resource Engineering or Process Engineering	SP	10			
Writing and Publishing Specialist Articles and Conference Papers, Simulation Game	SP			10	
Practice of Business and Research, Project Work	SP		10		
Master's Thesis and Final Oral Examination (Colloquium)	W 27, O 3		30		
Management Skills					
Sustainable Management and Communication	WE			5	
Health and Safety, Environmental Aspects 2	WE			5	
Controlling, Leadership and Corporate Governance	WE			5	
Sustainable Energy and Raw Materials Supply	W/O			5	
<b>C Optional compulsory field, major Process Engineering</b>					
Mechanical Process Engineering 3.1					
Processing Mineral and Secondary Raw Materials	CA, W/O or SP	5			
Mechanische Process Engineering 3.2					
Handling Disperse Systems – Bulk Material Technology – Transport, Storage, Bunkering	CA, W/O or SP			5	
Thermal Process Engineering 3.1					
Energy Efficiency of Plants and Processes	CA, O/W			5	
Thermische Process Engineering 3.2					
Thermal Separation Processes III	CA, O/W	5			
Chemical Process Engineering 3					
Plant Safety and Scale-up, Industrial Chemistry	CA, O/W			5	
Simulation 3					
Simulation 3	CA, W/O or SP	5			
Analytics and Environmental Analytics					
Analytics and Environmental Analytics	CA, W/O or SP			5	
Optional compulsory module from the major Mineral Resource Engineering					
Optional compulsory module from the major Mineral Resource Engineering	see module description		5		
Total result		25	45	50	120

### Curriculum part-time studies

Sem. 1			20	
Sem. 2	20			
Sem. 3			20	
Sem. 4	20			
Sem. 5, Master's thesis in proportion			20	
Sem. 6, Master's thesis	20			
Total result	60		60	120

### Curriculum full-time studies

Sem. 1			30	
Sem. 2	30			
Sem. 3			30	
Sem. 4, Master's thesis	30			
Total result	60		60	120

\* WE = written exam, OE = oral exam, W/O = written or oral exam, SP = written seminar paper and/or presentation, CA = certificate of attendance required for admission to the examination; numbers mark assigned credit points

## **Appendix 2: Guidelines for the Internship (Work Placement) to the Examination Regulations for the Master's programme Mineral Resource and Process Engineering**

### **Objective**

The Master's programme Mineral Resource and Process Engineering requires an internship in a relevant company as an integral part of the programme. This internship or work placement is supposed to enable students to gain insight into the professional field selected; provide first orientation on objectives of a later occupation; give an impression of the social conditions in an industrial company, and provide insight into the nature of engineering work. The students' own experience with methods and processes of the mineral resource industry will help them to better understand the lessons taught during the course of their studies and to develop a deeper knowledge of the matter. It is recommended to complete one part of the work placement abroad.

### **Duration**

The internship will be completed under the supervision and guidance of the THGA as part of the Master's programme over a duration of 40 working days. Credit points are assigned to those internship days which are integrated into the course of studies.

### **Recognition**

The internship is recognised by the internship office according to §5(3). For each major, there will be one professor who will be appointed by the examination board, carrying out the tasks of the internship office.

The internship is recognised by the internship office based on the internship certificates issued by the respective company and the written paper done by the student and, where applicable, according to §23(2), the report of such an internship by the main thesis adviser to the examination board prior to the assignment of the topic of the Master's thesis during the working period assigned for the Master's thesis and the confirmation of the internship while the Master's thesis is being reviewed.

### **Organisation**

When searching for an internship place, the industrial and professional associations will be helpful; their addresses can be obtained from the respective departments. The internship office does not organise internship places. The intern has to apply directly to the company in question. In the case of doubt, the intern is advised to obtain confirmation from the internship office whether the company selected is eligible. This recommendation applies in particular for internships abroad.

The internship as part of the Master's programme is supposed to have practical elements that are relevant for the major chosen. The structure of the internship should take the advice given below into consideration.

**Major Mineral Resource Engineering.** The internship needs to provide insight into the nature of engineering and planning activities; eligible internships can be done in companies of industrial minerals production; lignite production; ore mining; petroleum and natural gas production as well as rock and salt extraction. Other eligible companies can be relevant suppliers, engineering offices, consulting companies, research institutes and universities.

**Major Process Engineering.** The internship needs to provide insight into the nature of engineering and planning activities; eligible internships can be done in companies of processing; recycling; refining and companies of chemical or mechanical process engineering. Other eligible companies can be relevant suppliers, engineering offices, consulting companies, research institutes and universities.

### **Evidence**

After each period completed at a company or organisation the student needs a written confirmation about their placement and activities at the company to be issued and signed by the company. This certificate needs to include the exact name of the company and the department, information on the time, duration and nature of the work placement.

**Graduate mining trainees, major Mineral Resource Engineering**

This training is based on the regulations of graduate mining trainees and mine surveyor trainees in Germany which can be obtained from the respective mining authorities. If the student strives for a later qualification in the higher civil service in mining/mine surveying (second state examination, assessor of mining/mine surveying), the traineeship as a graduate mining trainee/mine surveyor trainee is a prerequisite.

Currently, this traineeship includes a total number of 120 working days (6 months) each and is divided into a basic training module and an advanced module. To be accepted as a graduate mining trainee or mine surveyor trainee, the candidate needs to file an application with the mining authorities in charge of their place of residence.

The completed traineeship as a graduate trainee under the supervision of the mining authorities will be acknowledged as an internship for the major Mineral Resource Engineering of the Master's programme Mineral Resource and Process Engineering.