

INRM Student Guidance

Made by INRM Student Speakers

Updated January 2022

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Disclaimer: This document was made by students, for students. Links, information, regulations, etc. may change. This is not an official document. Please refer to the [Exam Office's keyword register](#) and other websites of the main university for official and up-to-date information.

Structure of the program

General Structure

Overall, your studies will consist of:

1. 4 compulsory modules (24 CP/ECTS)
2. 6 modules that cover 2 priority areas basically, 3 modules in each priority area (36 CP/ECTS)
3. 3 modules you can freely select from INRM module catalog (18 CP/ECTS) or 1 freely selected module (6 CP/ECTS) + a study project (12 CP/ECTS)
4. 2 modules / 12 CP/ECTS from other Master's programs at HU or other universities in Berlin ("Überfachlicher Wahlpflichtbereich/ ÜWP")
5. Your Master thesis (30 CP/ECTS)

Apart from the 4 compulsory modules that every student needs to take, the remaining modules of the INRM program are currently grouped in 4 knowledge areas and 6 priority areas that overlap.¹ They allow you to specialize your studies on a limited number of topics according to your preferences.

Each priority area consists of 5 modules of which you need to choose 3 (18 CP/ECTS per priority area). You can do this freely without restrictions, however, one module cannot be "counted" in multiple priority areas. Regarding the knowledge areas, your passed modules need to cover at least 3 of the 4 areas or, put differently, at least one module from at least three of the four knowledge areas has to be completed. Usually, this happens naturally with the completion of the Priority Area regulations.

To complete your studies you need to select 2 priority areas and announce your selection to the examination office by the end of your second semester. In order to do this, you write an email to Franziska Beier (franziska.beier@hu-berlin.de) or Samira Fuhrmann (bachelor.adti@hu-berlin.de) in the examination office. The email should contain your name, matriculation number and the priority areas you want to choose. For recent contact information see <https://fakultaeten.hu-berlin.de/de/lewi/studiumlehre/kontakt>.

Your final grade for the completion of your studies will consist of the grades you received in:

1. the compulsory modules
2. one of your two priority areas
3. The 3 freely selected INRM modules
4. Your Master thesis

¹ Find them in the [official exam regulations](#).

Your second priority area, as well as the grades/CP/ECTS collected in the ÜWP, do not count for your final grade. Here you only need to pass the exams and collect the credit points.

After declaring your priority areas and soon before graduation, students should let the examination office know which modules should be allocated to which of the chosen priority areas, and which priority area should count towards the final mark. This should be done once you have completed all modules and have received your grades/marks. You should consult your study regulations with regards to the priority areas and also make sure that they cover the knowledge areas as required.

If students have completed more modules than permitted in the Compulsory Elective Area, you need to let the examination office know which module(s) should be removed from this area and listed under 'Other Examinations and Courses' (Zusätzliche Studien-und Prüfungsleistungen) - these don't count towards the degree, don't show on the final academic transcript (Zeugnis), but are listed separately on the detailed transcript (Leistungsübersicht). You can also request to move failed or incomplete elective modules to this area. Please note that it is not possible to delete modules or examination attempts. All information should be emailed to the examination office from your HU account.

Überfachlicher Wahlpflichtbereich/ ÜWP - External Courses

You need 12 ECTS of ÜWP to fulfill your graduation requirements. ÜWP can be any masters level course at any university as well as language classes offered from the language center. In order to register a course from another institute of the HU or another university for your studies, you need to collect a certificate of attendance/examination (speak to the prof about this) from the course supervisor and hand it in at the examination office (at any given time before graduation).

If you wish to take a HU module for your interdisciplinary area that isn't part of the university's 'ÜWP' catalog, you need to follow the below process:

1. Ask the relevant lecturer for permission to take part in their module and receive written confirmation about this.
2. Submit a written request to the examination board (email address: pruefungsbuero-wiwi@hu-berlin.de) asking for admission to the module examination and recognition of the module for your interdisciplinary area (ÜWP). Attach the examiner's written confirmation (see above, print out of confirmation email is sufficient) and a completed exam registration form which can be found on [our website](#). You must submit the complete request BEFORE the exam registration deadline and allow additional time for processing. You can submit the request to the exam office letterbox in the hallway. **(Please send the exam office an email about this instead).**
3. The exam office will inform you via email of the outcome and, if your request was successful, register you for the exam. You will then be able to see the registration in AGNES. Please note that if you were registered by the exam office rather than having used the online registration in AGNES, de-registration is only possible via e-mail (from your HU account) to the examination office. The normal deadlines apply.

Study Project

If you would like to work on a topic/larger project of your choosing, you can start a **Study Project**. A study project can count for up to 12 ECTS. To do this you need to pick a topic, find a supervisor, and register it in the examination office. For more details, please contact the exam office.

Master Thesis

Please refer to the [Faculty of Life Science guide to bachelor and master theses](#) for up-to-date and official information. The INRM program has also developed this [presentation resource](#) with general information on the thesis-writing process.

Regarding **thesis supervision**:

- The faculty of life sciences regularly produces a list of qualified advisors for each department. Please refer to [this page](#) for the most recent list for the Thayer Institute titled with the most recent semester date and 'Betreuer-innen-List-Agrar-Gartenbau...'
- "If you want to be supervised or examined by a person you can not find on the list, please contact your examination office in time. As noted in the application form, page 1, 'If the first and/or second examiner is external (not a member of Humboldt-Universität), please submit a separate justification and full contact details (email address and postal address) of the relevant person(s).'
- Please note:
 - The external supervisor must have a PhD at least (see more details on eligibility below).
 - Approval of external supervisors are made on a case-by-case basis.
 - Submit the application in good time, ideally before registering your thesis. Also your external supervisor need to go through several administrative steps.
 - For registering your thesis, use the current [registration form](#)
- An extra approval is not required if the date of thesis submission is within an ongoing teaching contract."²
- Please note that a Moodle page is under construction and will soon be announced.

Length of Studies

One can extend their INRM studies past 4 semesters by paying semester fees during the "Rückmeldungszeitrum" at the end of the 4th semester. There is no limitation, you can do this as often as you need to.

Please refer to the Humboldt University's exam office '[Keyword Register](#)' for more up-to-date information from the university.

² INRM [Frequently Asked Questions for Current Students](#), Master Thesis, 'Supervision of Master Thesis'

Enrollment Issues

The courses available during a semester are released in a **tentative form** (an email from a professor or administrator) about two weeks before the semester starts via the listserve. Some of these modules will be listed in the course catalog of AGNES. You select the semester, then [Faculty of Life Sciences](#) > Albrecht Daniel Thaer Institute of Agricultural and Horticultural Sciences > M.Sc. Integrated Natural Resource Management

Some courses will not be listed while others are listed but incorrectly. Unfortunately, you need to be patient about this process and the kinks will be worked out just before or during the first week of modules.

The university is transitioning toward using AGNES to register for all modules, however, this is still in transition. If you have the opportunity to register for a module on AGNES, please do so. Once you are enrolled in a module on AGNES, you should receive an email from the professor with the information for the Moodle course (and enrollment key), which should contain all the relevant information (Zoom links, reading material, etc). The time and day of the week for the module is listed on AGNES.

Because the faculty is in a transition phase for online module registration there will be kinks. Do not panic if there are no available spots on AGNES. Send the teacher an email, ask for the Moodle enrollment key and try to attend the first lecture (or Zoom). We advise students to share Zoom links and Moodle enrollment keys with each other for all modules during the first week. Many students spend the first week “experimenting” modules before deciding on what they want to take during the semester. Remember, the only thing that matters for module credit is whether you register and take the exam.

NOTE: When a module has online registration, you can see it in the course information in AGNES (circled in red). You need to register for the module by clicking the register button (circled in blue). You need to pay certain attention to if a module has a cap or not. Although, remember, if the module is full or closed and you want/need to take it, send the teacher an email. Oftentimes professors can be flexible. Again remember, the only thing that really matters is whether you register for the exam, at the end of the semester.

Registration deadline - an online registration is required | Geographie: Geo-Frist 01.07.2019 - 11.10.2019 **current Deadline**

Date/Time/Location

Group 1 iCalendar export

Day	Time	Frequency	Duration	Room	Room-plan	Lecturer	Proc.	Remarks	Cancelled on	Max. participants
Wed.	09:00 till 13:00	weekly	16.10.2019 to 12.02.2020 Show individual appointments				It takes place			16

Group 1: Select [Register now / sign off](#)

Moodle

Moodle is the main platform where teachers communicate with students and upload course material. Some courses on AGNES have links listed to their respective moodle courses, others don't. In the first session of a module you will then receive the Moodle title and if necessary the access key, which grants you access to communication forums and uploaded material. Being enrolled in the Moodle course does not substitute registration for the module's exam. Each professor uses Moodle differently, some are very active through Moodle, others prefer emails or other forms of communication.

Examination Issues

Most modules only have one final assessment, an exam, evaluation, presentation, or paper at the end of the semester on **two preannounced dates** (rounds).

The approximate dates for the examinations/exam periods will be:

Winter term:

- Round 1: Mid February - first week of March
- Round 2: First two weeks in April

Summer term:

- Round 1: Mid July - first week of August
- Round 2: First two weeks in October

Exam Registration

The only way you get credit for the module is to participate in this final evaluation, regardless if you registered on AGNES or attended all lectures. To do this, you need to register for your modules' exams. **You can register for an exam as soon as the exam is listed on AGNES until TWO WEEKS before the official exam date.**

To find your exam and register, you will need to select the "Apply for Exams" button on the left side (see below). Then you will need to use your TAN codes³ (each code can only be used once) to enter the online exam catalog and select the exam you would like to take (also see below). You can check what exams you are registered for under the "Registered Exams" button on the left side (see below).

³ What are TAN codes? TAN codes are one time use codes that you will need to register for an exam, deregister, change your contact information, etc on AGNES. They should be sent to your mailing address. Hang on to them. You will need them for the rest of your degree. You can get more if you run out or lose the sheet.

Home > Apply for Exams

Apply for Exams

Important information. Please read carefully!

The electronic confirmation of the successful online-registration validates the admission to the examination (cf. § 100 "Anmeldung und Zulassung zu Prüfungen" ZSP-HU).
It is your obligation to check your proper registration in time on AGNES before each examination. In case of discrepancies please contact your examination office within the registration period.

Important: You must accept this message by entering a TAN in the field below before you can proceed with your desired actions. Confirm your input by clicking on "Next".

Humboldt-Universität zu Berlin
Examination Office (Prüfungsbüro)

I have read the information above and confirm it by entering a TAN.

TAN:

Instructions how to use and get a TAN list you will find in our [FAQ](#).

After entering one of your TANs you will see this:

Home > Examination registration and de-registration

Exam registration and de-registration

Please select the exam to be registered or de-registered from the structure below. To do this, click on the names.

- 📁 Master of Science Natural Resource Management - major subject, examination regulations: 2018
 - 📁 Integrated Natural Resource Management
 - 📁 6 General elective area
 - 📁 100 compulsory area
 - 📁 1370 Agroecosystems, Environment and Sustainable Natural Resource Use
 - 📁 1380 Environmental and Resource Economics
 - 📁 1390 Institutional Economics and Political Economy
 - 📁 2180 Environmental and Resource Economics
 - 📁 27802 Soil and Water Protection
 - 📁 300 Compulsory subject area
 - 📁 1360 Public Policy Analysis: Agriculture and Food Policy
 - 📁 1650 Economics of Agricultural and Rural Development

Exam Deregistration

At the moment, according to the university website, “students can withdraw from exams (oral or written exams) without giving reasons until further notice. **The withdrawal can be made until the day of the exam, the regular deadline for withdrawals (one week before the exam) is suspended.** The withdrawal from term papers or essays can be made until the day of the regular deadline until further notice. Please note that in this case the new term paper must be written under a new topic / theme as well. If you withdraw from an exam, the canceled attempt does not count.” **Please note that this policy may change during and after the COVID-19 pandemic, please refer to the official university websites and AGNES for up-to-date information.**

To deregister for exams you need to go into the “Apply for Exams” page and select the course you would like to deregister from. You will need your TAN codes for this as well. If you forget to deregister, the only way to not take the exam is to ACTUALLY be sick.

With regard to mental illness and examination anxiety, these are generally considered chronic conditions that would have to be addressed within the terms of "Nachteilsausgleich" (or "Disability") <https://www.familienbuero.hu-berlin.de/de/themen-und-informationen/studieren-mit-kind/nachteilsausgleich/nachteilsausgleich-1/nachteilsausgleich>) rather than "Krankmeldung" (or "Sick Note"). "Nachteilsausgleich" needs to be requested for each new semester and always before the examinations take place, usually at the start of each semester.

If you are ill, and cannot attend the exam, you need to submit this form with a Doctor's signature no later than the third working day after the examination date:

<https://fakultaeten.hu-berlin.de/de/lewi/studiumlehre/PrfAng/downloads>

Grades

Academic performance is assessed by grades on a scale from 1.0 to 5.0. The German grading system can be translated to the ECTS system (A to F) as shown in the box.

German Grade	ECTS Grade
1.0 and 1.3	A
1.7 and 2.0	B
2.3 and 2.7	C
3.0 and 3.3	D
3.7 and 4.0	E
>4.0	F (failed)

After the end of the semester, it can take a while for some grades to appear in AGNES. To see your grade for an exam, you need to select the "Transcript of Records" button (see photo above).

Challenging/retaking a evaluation

If you are not satisfied with a grade you received in an exam but technically passed, you have the possibility to retake the exam again in one of the next semesters that the module is offered. However, you can only do this for three modules during the entirety of your masters. To register for the exam again you must contact the lecturer via email as registration will not be possible via Agnes.

If you failed an exam, you have two more tries to pass the exam (three in total). Again, you can retake exams within the given exam periods each semester, or the subsequent semesters.

Student Life

Campus card (Student ID)

You need the campus card for: paying in the Mensa, renting books and printing in the library, your semester ticket for public transport, taking exams, etc. All the specific information on how and where to get it is [here](#).

Important to know:

- To do anything with the card you need to charge it with money.
- You will find the machines to charge it at the entrance of Mensa or at the library entrance.
- Most charging machines only accept bills, but in our library you can charge with coins (when it says that accepts coins from 5 cents up, it lies, it only accepts coins from 50 cents up)
- There is an automatic charge system. See the mensa website (below) if you are interested in this.

Validating your Campus Card

Every semester you need to revalidate your campus card so that you have a working semester ticket for public transport (Berlin ABC).⁴ This can be done in several locations. Anytime after 8 days of paying your semester fee, you can book an appointment for the Campus Card validation. An appointment is required and should be booked under this link: <https://agnes.hu-berlin.de/kmsdt/> After booking your appointment, all you do is insert your card in the machine and it will be revalidated with the correct dates of your valid transport pass. See the locations here (the closest one to us is at the Grimm):

- Jacob- und Wilhelm-Grimm-Zentrum, Main foyer in the public area near the east entrance
- Erwin-Schrödinger-Zentrum, Main foyer in the public area near the west entrance (2 terminals)
- Unter den Linden 6, West Wing 1st and 2nd Floor
- Unter den Linden 6, Near SSC (From Mid 2018)

NOTE: some of these locations may not be open and/or require booking a time slot in advance to validate your card due to Corona restrictions

Mensa

The Mensa is the university canteen. You could find information about the menu, locations, opening hours, etc. [here](#).

Important information:

- During the semester the opening hours are: **Mon – Fri**, 10:00 AM – 06:00 PM. And lunch is **ONLY** offered from 11:00 AM - 2:30 PM
- During the semester breaks (Christmas, Easter/Spring, Summer) the opening hours and lunch time changes, please see website for details
- Everything is paid with a Mensa card or the campus card, no cash. Mensa card can be bought at the cashier with Mensa staff. You should already have a campus card.
- Corona update: Mensa Nord is open and 2G rules apply, please make sure to check-in on the Luca or CoronaWarn app

Library

The two closest libraries to the Mitte campus are located (1) next to the Mensa, Zweigbibliothek Campus Nord, or (2) near Berlin Friedrichstraße station, Jacob-und-Wilhelm-Grimm-Zentrum. There you can check out books, print, chill, usual library stuff.

⁴ “The semester ticket can be used in the ABC local transport zones operated by the Berlin-Brandenburg Transport Consortium (VBB) for an unlimited number of journeys. In addition, a passenger may take along children up to the age of six, luggage, a dog, a baby buggy or pram and a bicycle without any additional charge.” [HU International](#)

You can only enter the library with your laptop in a clear plastic bag and water in a clear bottle; food and drinks are **strictly** prohibited.. All other belongings (backpacks, purses, jackets, and laptop covers) must be placed into a locker found outside the library entrance. . If you don't follow the rules, the security guard will notify you and you will need to put the banned things in a locker.

Lockers

At the library in Campus Nord, all lockers are old-school, so we strongly suggest buying a small lock. At the Grimm, there are lockers you can use without a small lock (you use your campus card, high tech!) but these are usually full. You can go downstairs and use the normal lockers, which there are usually plenty of.

PRIMUS

Primus (https://hu-berlin.hosted.exlibrisgroup.com/primo-explore/search?vid=hub_ub&lang=de_DE) is the HU libraries search engine for books, articles, and publications. It is also your library account that you automatically have when you become a student. You should activate your account by signing in with your HU login.

Checking Out a Book

To check out a book at the library you will need to log on to your Primus account. From there you need to create a 4 digit pin. This can be done under your account settings. After you have done this you can use the self-checkout machines to check-out books from the library, you will need to enter your matriculation number, your 4 digit pin, and scan your books. Please be aware that lending periods vary depending on library locations and even books.

Printing, etc.

Printing on campus is done at the libraries for a set fee. The library closest to our campus only has black and white printing; while color printing is available at Grimm. Printing can only be done from library computers.

To print, specify your settings as you usually would under the print tab/window. After this you will press print, nothing new here. AFTER this you will have a window pop up with the name of the document you are printing and a place to enter your ID number.

NOTE: this ID number is **not** your matriculation number. Please enter the number that is on the **back of your campus card, STUDENTENWERK**. After this press the green button (we think in German: WEITER). Then you need to go find a printer, any one will do. Place your campus card on the holder to the right of the printer. Your documents should appear on the printer's screen. Select the document from the list first and then press the large green "play" looking button. Wait until each document is completely finished printing until you "play" (print) any of the other documents in your printing queue.

If you go too fast the printers get confused. You can also scan and copy at the library.

Erasmus/Study Abroad

If you have questions about Erasmus please contact the Erasmus Coordinator or the International Office (for worldwide opportunities).

PD Dr. Frank Riesbeck
Erasmus-Coordinator
Contact: Celine Schmidt
Invalidenstr. 110, 10115 Berlin
Email: erasmus.agrar@hu-berlin.de

HU International Office
<https://www.international.hu-berlin.de/en/contact>

Sports

You can register for as many sports as you want every semester and/or during the semester breaks. The offer and registering times are found here:

<https://www.hochschulsport.hu-berlin.de/en>

Please be aware of the following:

- You have to pay for each enrolled class, but it's just one payment per period.
- Registration can be competitive, so register your sport the day when the registration is open. (For example for the WS19/20 it was open the 01.10.2019)
- There are some courses given in English (this will be reported in the offer description), but the majority are in German. However, most of the teachers speak English and are always willing to help.

Languages

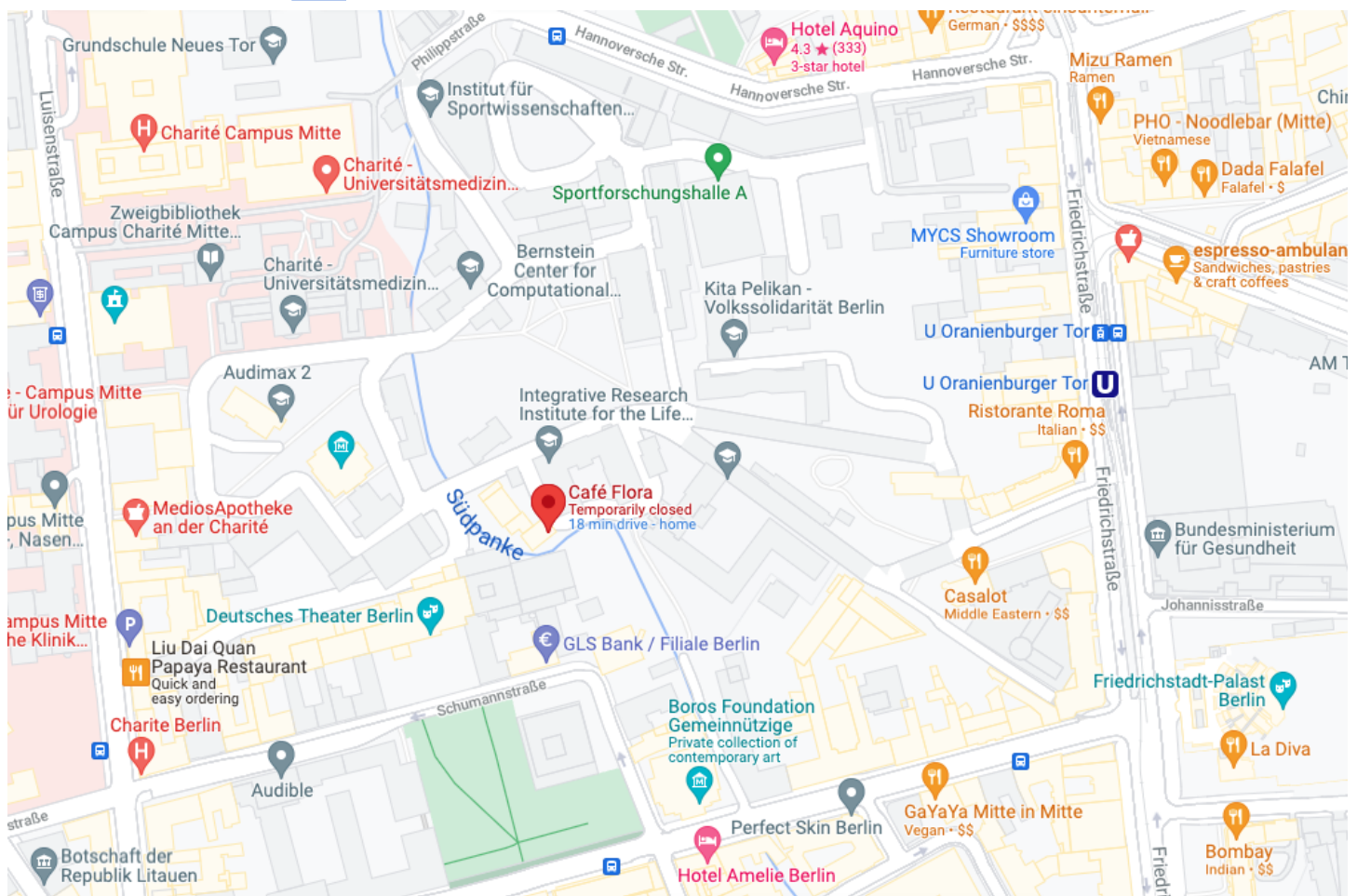
The university also offers many language courses, find the offer and all information available [here](#).

Please be aware of the following:

- You have to pay for each course per period, the prices are found in the offer.
- Prior to registration, you must take a placement test to determine your level. . There is only one attempt per email per semester (so if you messed it up, you can try again with another email). The test result is only valid for one semester. The registration to any course will be only possible after the test is done!
- The subscription to German courses is very competitive. So do the placement test with enough time and register the course as soon as the registration is open (Even at the exact time!)
- Classes normally start one week after the semester begins.
- There are also intensive courses that usually take place during the summer break. You can find more info [here](#).

Flora - (Flora is not currently open)

Flora is the student Café of the life sciences faculty. You can have a drink and chill there. You can find all the information about Flora [here](#). It can be hard to find, but here is the location:



<https://goo.gl/maps/4LayVMZrhCT6KLw8>.

Some facts:

- The payment there works with an honor system. That means that you are your own bartender and it is your responsibility to pay for what you consume. There will always be a board with the prices and a box for the money.
- If you are interested, you could be part of the Flora management team. All the info on how to be part of it is found on the above webpage.
- You will also find a well-equipped kitchen for cooking.
- Flora usually closes at around 10pm but tends to vary as it is student run.
- There is a food sharing fridge, where you could collect or leave food.

Student Representation

FSI

There is one main “committee” that represents the university students at the Albrecht Daniel Thaer-Institute, the FachSchaftsInitiative, or FSI. They are effectively the student council for both masters and bachelors students and it is encouraged to get involved (although, they have more bachelor participation and are a bit more focused on bachelor issues). Information about them can be found on Moodle under the name “FSI Thaer Institute” and with an enrollment key of “lewi”.

Directory

Franziska Beier - Prüfungsamt

Tel.: 0049 30 2093 46790 - Bitte vereinbaren Sie einen individuellen Telefontermin!

franziska.beier@hu-berlin.de

Samira Fuhrmann - Prüfungsamt

Tel.: 0049 30 2093 46795 - Bitte vereinbaren Sie einen individuellen Telefontermin!

bachelor.adti@hu-berlin.de

Dr. Deike Hesse-Wilting- for advice, complaints, courses and master program related.

Coordinator of the program

deike.hesse-wilting@hu-berlin.de

Prof. Dr. Klaus Eisenack - Study Counseling

Inquiries to M.Sc. INRM:

inrm-master@hu-berlin.de

Before writing an email, please make sure that the following sources of information have been checked

<https://www.agrar.hu-berlin.de/de/institut/departments/daoe/ress/lehre/Studiengaenge/inrm/generalinfo/view>

For student requests and for office hours, please mail to

resource-economics@hu-berlin.de

This requires the subject "Office hour: Keyword on your issue"

INRM Speakers - for student issues, advice, friendship, etc.

inrm.berlin@gmail.com