

INRM New Student Guide

Created by the INRM Student Speakers
Last update: October 10, 2024

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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 HU website for official and up-to-date information.

Structure of the program

General Structure

Your studies will consist of:

1. Four compulsory modules (24 ECTS)
2. Two Priority Areas: three elective modules in one and three elective modules in the other (36 ECTS)
3. Three additional elective modules you can freely select from the INRM module catalog (18 ECTS), *OR* one freely selected module (6 ECTS) + a Study Project (12 ECTS)
4. Two elective modules from other Master's programs (aka "Überfachlicher Wahlpflichtbereich / ÜWP") at HU or other universities in Berlin (12 ECTS)
5. Your Master thesis (30 ECTS)

The four compulsory modules are:

- CM 1: Agroecosystems, Environment and Sustainable Natural Resource Use
- CM 2: Environmental and Resource Economics
- CM 3: Soil and Water Protection
- CM 4: Institutional Economics and Political Economy

CM 1, CM 3, and CM 4 are offered in the Winter Semester; CM 2 is offered in the Summer Semester.

The INRM elective modules are grouped into four Knowledge Areas (KAs). You must earn credits in at least one module in three of the four KAs. This is typically done without extra planning. However, you will need to plan which modules to take to satisfy the Priority Area (PA) requirement.

Each PA consists of five modules. To complete a PA, you must earn credits in three modules from the list of five. As stated above, you must do this for two PAs (i.e., six modules total). Some modules appear on the lists of multiple PAs. However, if you earn credits for one such module, it can only be counted toward one PA.

Important: you must declare your PAs to the examination office by the end of your second semester. Simply write an email to Hendrik Jahn (master.thaer@hu-berlin.de) in the examination office with your name, matriculation number and the PAs you want to choose.

Your final grade for the completion of your studies is the average of the grades you receive in:

1. the 4 compulsory modules
2. the 3 modules from one PA (your choice; see below)
3. the 3 freely selected INRM modules
4. your Master thesis

NB: the grades from your second PA and the ÜWP modules do not count toward your final grade. Here you only need to pass the exams and collect the credit points.

After declaring your PAs and soon before graduation, students should let the examination office know which modules should be allocated to which of the chosen PAs, and which PA should count towards the final grade. This should be done once you have completed all modules and have received your grades. You should consult the study regulations with regards to the PAs 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 modules don't count towards the degree and don't show up 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 professor 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](#). You must submit the complete request BEFORE the exam registration deadline and allow additional time for processing (i.e., at least one week before the exam). Submit your request in the form of an email to Hendrik Jahn (master.thaer@hu-berlin.de).
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

A Study Project gives you the chance to delve deeper into a topic of interest. INRM faculty routinely offer study projects, usually lasting the duration of two semesters. Under the

supervision of a professor, groups of INRM students can also start a Study Project of their own. In the case of the latter, students must find a supervisor, decide upon a topic and project structure, and register the Study Project with the examination office (during the final semester of the project). Study Projects count as 12 ECTS.

Master Thesis

All INRM students must write and defend a Master Thesis. This process typically begins in the fourth semester, or when all other coursework has been completed, but contacting potential supervisors may begin sooner. Please refer to this [presentation](#) for more information.

Regarding **thesis supervision**:

- The faculty of life sciences regularly produces a list of qualified advisors for each department. You can download that list [here](#).
- 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 needs 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.

Length of Studies

The advised length of study is four semesters. Students typically complete the modules in the 1st-3rd semesters and conduct their thesis work in the 4th semester. One can extend their INRM studies past the 4th semester 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.

Enrollment

AGNES

Most modules can be found in the course catalog of AGNES. After logging in to your HU account, select the current semester, then Faculty of Life Sciences > Albrecht Daniel Thaer Institute of Agricultural and Horticultural Sciences > M.Sc. Integrated Natural Resource Management. Here you will see a list divided into compulsory modules and elective modules.

Nearly all INRM modules will be listed under their respective categories, but pay attention to the code at the end of the module title: WiSe indicates a module offered in the Winter Semester; SoSe indicates a module offered in the Summer Semester. (Occasionally there are mistakes regarding WiSe vs. SoSe).

In AGNES, when you click on a module title, you should see some relevant information: meeting day(s) and time(s) of week, duration of the module, meeting location, registration deadline, and Moodle link.

When a module has online registration, you can see it in the course information in AGNES (circled in red, below). Register for the module by clicking the "register now" text (circled in blue).

Registration deadline - an online registration is required

Geographie: Geo-Frist 01.07.2019 - 11.10.2019 **current Deadline**

Date/Time/Location

Group 1

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](#)

If registration through AGNES is available and you are interested in taking the module, it's a good idea to register through AGNES. This action is non-binding, but for modules with limited capacity it will often help you secure a spot. 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). Do not panic if there are no available spots on AGNES. Send the professor/lecturer an email, ask for the Moodle enrollment key and try to attend the first lecture.

Not all professors/lecturers enable registration through AGNES, in which case it is wise to check the Moodle link of the module to see if registration is possible there. If there is no option to register through AGNES or Moodle, don't despair: just show up to the first meeting, where you will get all the information you need.

N.B. Most INRM modules can be found on AGNES, but sometimes a module being offered will have no AGNES page. It's good to do an independent search through Moodle.

N.B.2. Some errors persist in the INRM section of AGNES. If you believe a module is being offered but cannot find it, or if there is any other inconsistent information, don't hesitate to contact a higher semester student through the WhatsApp group or Prof. Eisenack by email.

N.B.3. Module registration \neq exam registration! (see below)

Moodle

Moodle is the main platform where professors/lecturers communicate with students and upload course material. As mentioned above, some modules on AGNES have links to their respective Moodle courses. In the first session of a module you will receive the Moodle title and, if necessary, the enrollment key, which grants access to communication forums and uploaded material.

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 visiting various modules before deciding on what they want to take during the semester.

Examination

To receive credit for a module, you must register for, participate in, and pass a final assessment. Most modules have only one final assessment, in the form of a written exam, oral exam, (group) presentation, or term paper.

Written and oral exams are usually offered on two preannounced dates (or rounds), often during the first two weeks after classes end and during the final two weeks before the new semester. So, for the Winter Semester: mid-February to first week of March (round 1) and first two weeks of April (round 2). And for the Summer Semester: mid-July to first week of August (round 1) and first two weeks of October (round 2).

Graded presentations may be given during or at the end of the lecture period. Term papers are usually due toward the end of the semester.

Exam Registration

Module registration \neq exam registration!

The only way you get credit for a module is to participate in the final assessment/examination. You can register for an exam as soon as the exam is listed on AGNES until one week before the official exam date. Professors/lecturers will usually mention in class and/or via email when exam registration has opened.

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

What are TAN codes? TAN codes are single-use codes that you will need to register/deregister for an exam, 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

Select the module whose exam you wish to register for, and follow the on-screen instructions to register.

Exam Deregistration

To deregister for an exam, use AGNES, following a similar procedure described above. The deadline to deregister is one week prior to the examination date. If you fall ill within this one-week period, you will need a doctor's note. Please refer to forms #3 and #4 on [this page](#), and get in touch with the examination office. The forms are only in German, so if you're having trouble, reach out to a German speaker or use DeepL. They need to be submitted no later than the third working day after the examination date.

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" 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. More information [here](#).

Grades

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

German Grade	ECTS Grade	German Grade	ECTS Grade
1.0	A	3.0	C
1.3	A-	3.3	C-
1.7	B+	3.7	D+
2.0	B	4.0	D
2.3	B-	>4.0	F
2.7	C+		

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 an examination

If you passed but are not satisfied with a grade you received in an exam, 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 degree. 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). You can retake exams within the given exam periods each semester, or the subsequent semesters.

Student Life

Campuscard HU-Berlin (Student ID)

Your Campuscard functions as a student ID, library ID (i.e., for renting books), and Mensa card (i.e., to eat at any of the cafeterias around Berlin). All the specific information on how and where to get it is [here](#). An [app](#) will soon replace the physical cards, but for now you still need one to eat at the Mensa. Important to know:

- To eat at the Mensa, you need to first charge your card with money (cash only, coins from 50 cents and up); this can be done at the Campus Nord Mensa
- 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 Campuscard. This can be done in several locations. Approximately one week after paying your semester fee you can validate your card. Go to one of the machines (sadly there are none on Campus Nord) and insert your card to (re)validate it. 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)

Mensa

The Mensa is the university cafeteria. You can 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 Campuscard; cash, EC, credit cards will not be accepted. See section above (Campuscard) about obtaining and loading a card.

Deutschlandsemesterticket: or, how to use public transit

The Deutschlandsemesterticket grants you unlimited use (while valid) of public transportation throughout Berlin ABC zones. This includes the U-Bahn (subway), trams, buses, and S-Bahn (trains). The ticket also grants you use of regional trains through the Deutsche Bahn as well as local public transit in all cities throughout Germany. Once you have the Deutschlandsemesterticket, you do not need to purchase any additional tickets for the abovementioned types of transportation. (NB: the Deutschlandsemesterticket does not include transportation via IC or ICE trains, so if traveling around the country, be sure to check what you're riding!)

The Deutschlandsemesterticket is entirely digital. Here are instructions from the HU website on how to get it:

The Deutschlandsemesterticket is only available in digital form as a wallet or web ticket. In the event of a ticket inspection, the digital Deutschlandsemesterticket must be presented together with a valid, official photo ID (e.g. identity card).

Authorised students can obtain the Deutschlandsemesterticket via the [AGNES-portal](#). After logging in with the student HU account, the menu item "Deutschlandsemesterticket" under "Student Service" shows whether the Deutschlandsemesterticket can be used. If this is the case, you will also find the

link to RIDEcampus, the service provider of Berliner Verkehrsbetriebe for the provision of the Deutschlandsemesterticket.

More information can be found [here](#).

Library

The library on our campus, Zweigbibliothek Campus Nord, is right next to the Mensa. The main campus library is the Jacob-und-Wilhelm-Grimm-Zentrum, near Berlin Friedrichstraße station.

At our campus library, you can bring your backpack inside, though there are lockers for student use. These lockers require (small) padlocks, which are easy to find at a locksmith for a few euro.

At Grimm you must store bags, jackets, food, etc. in a locker before entering the main space. If you don't follow the rules, a security guard will be sure to notify you of your mistake. There are lockers on the ground floor you can open and close with your Campuscard (hold up to the button and press), but these are often full. You can go downstairs and use the normal lockers (for use with a padlock), which there are usually plenty of.

Primus

[Primus](#) 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 can 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 (printed on your Campuscard), your 4-digit PIN, and scan your books. Please be aware that lending periods vary depending on library locations and even books.

Printing

There is no option to print at the campus libraries. Good alternatives are DM or a local print shop.

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](#).

You have to pay for each enrolled class, but rates are very affordable compared to non-student class rates.

Registration can be competitive, so register your sport the day when the registration is open (usually a week or two before the semester begins).

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.

Language classes

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

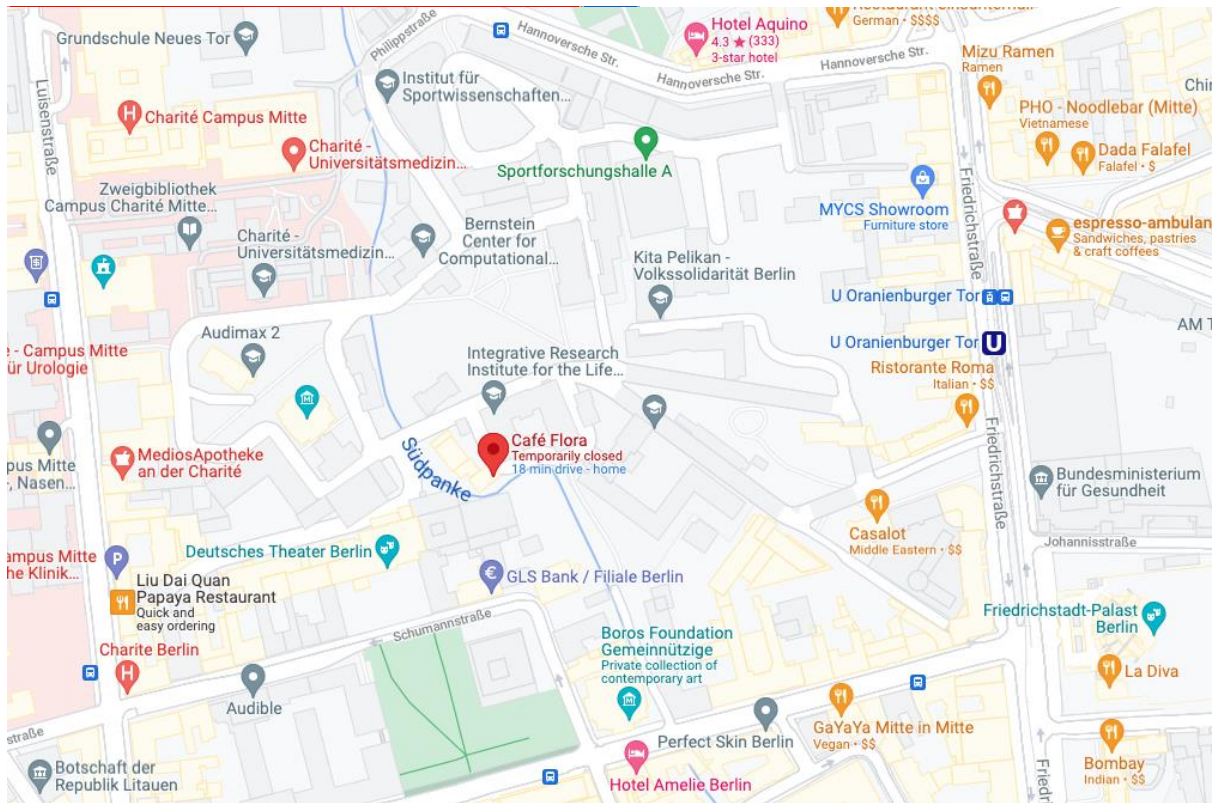
You have to pay for each course per period; the prices are found in the offer.

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.

Cafe Flora

Flora is the student café of the life sciences faculty. You can have a drink and chill there. You will also find a small kitchen with a stove, fridge, and some basic gear. You can find all the information about Flora [here](#). It can be hard to find, but it does show up on Google Maps. Here is the location:



Payment at Flora works by an honor system: 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 webpage linked above.

Flora usually closes at around 10pm but tends to vary as it is student run.