



Guidelines for Students at the Institute of Petroleum Engineering

Objectives: Communication of applicable rules and regulations for a successful, effective and efficient study at the Institute of Petroleum Engineering. Provision of cross references where details to the most important rules and regulations may be found.

Immatrikulationsordnung (Regulation for Immatriculation) (http://www.tu-clausthal.de/hv/d5/vhb/system6/6_40_20.html, German language) Main content among others:

- Describes how to register for the studies
- Defines how to take vacation semesters (**Note:** you have no right to take examinations nor to substantial guidance for thesis work or any other work if you are on leave)
- ...

Zulassungsordnung Master PE (Regulation for Admission to the MSc PE program): (http://www.tu-clausthal.de/hv/d5/vhb/system6/6_40_54.html, German language) Main content among others:

- Describes admission regulations for the MSc Petroleum Engineering
- Defines admission requirements
- ...

Allgemeine Prüfungsordnung (General Examination Regulation TUC) (http://www.tu-clausthal.de/hv/d5/vhb/system6/6_10_01.pdf, German language) Main content among others:

- describes general examination rules and regulations
- defines how to register for examinations (**Note:** you have to register for your exams using an on-line process latest 2 weeks (written exam) or 4 weeks (oral exam) before the exam; make sure that you register for the exam in the correct specialization area, otherwise you might not be able to register for the other exams)
- [http://www.studienzentrum.tu-clausthal.de/das-studienzentrum/pruefungsamt/...](http://www.studienzentrum.tu-clausthal.de/das-studienzentrum/pruefungsamt/)

Ausführungsbestimmungen Master PE (Specific Regulation for the MSc PE Program): (http://www.tu-clausthal.de/hv/d5/vhb/system6/6_10_54A.pdf, German language), Main content among others:

- specifies examination regulations for MSc PE
- provides Model Study Plan and applicable rules (**Note:** you have to fulfil any pre-conditions (if any) prior to being admitted to 3rd and higher semester exams)
- defines that admission preconditions need to be fulfilled prior to enter semester 3
- specifies requirements for learning German language (**Note:** you have to provide evidence that you know basic German)
- defines requirement to contact study supervisor
- ...

Institute Guidelines (English, ITE Bulletin, ITE Library, <http://www.ite.tu-clausthal.de/en/nvs-diverses/das-ite-handbuch/>)

- Procedure to take part in examinations
- Guidelines for lecture, lecturer & exams - student's responsibilities
- Procedure to write a thesis (**Note:** you have to register your thesis well prior to starting your thesis work)
- ITE Seminar Guideline
- Inofficial translations of Admission Requirements and Implementation Provisions
- ...