



HOCHSCHULE
NEUBRANDENBURG

Fachbereich Landschaftswissenschaften
und Geomatik

SEMESTER BROCHURE

Course Landscape Studies and Greenspace Management
Master LGM
Summer Semester 2024

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Welcome... in the Summer Semester 2024

Dear LGM students

Welcome to the summer semester 2024. This semester sees diversity in your studies. As path B students in your first semester in Neubrandenburg you will be studying your first three compulsory modules and two electives. As path B students in the third semester you will be away from the University of Applied Sciences in your internship and as path A students, you will be devoting your whole time to your thesis.

You can look forward to:

LAR.120.001 Dendrology and Planting Design, in which students gain knowledge of woody plants most used in urban open spaces in Germany and learn about the use of trees, shrubs, roses and perennials in open space planning.

LAR.20.002 Landscaping and Materials, in which earthworks, soil, planting, sowing and soil works, course and road construction, the construction of steps and water systems are explained. Also, how wood, stone, concrete, metal, plastic feature in sustainable landscapes and students get to know the most commonly used materials and construction methods in landscaping and can apply them in their own design.

LAR.20.003 German / LAR.20.004 Foreign Language, in which for those students whose German language ability is below GER B2 or the equivalent international standard LAR.20.003 is compulsory and for those students whose German ability is higher LAR.20.004 can be selected as an alternative.

In addition, you can select two elective modules from the list (see module description below).

As usual the teaching is organised into weekly classes and you can find information about hours and rooms at this link.

We wish everyone success with your academic endeavours this semester. This will undoubtedly take up most of your time, but don't forget that you are studying in a unique landscape and you should also find the time to go exploring.

Philip Caston
Contact to the degree programme
caston@hs-nb.de

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The semester folder aims to provide you with information on the schedule, organization and personnel structure in the summer semester 2024 in a compact form.

Some content is expected to remain unchanged throughout the semester and can therefore be explicitly mapped here.

Others change more or less according to plan over the semester and require constant updating. This content contains links to online platforms.

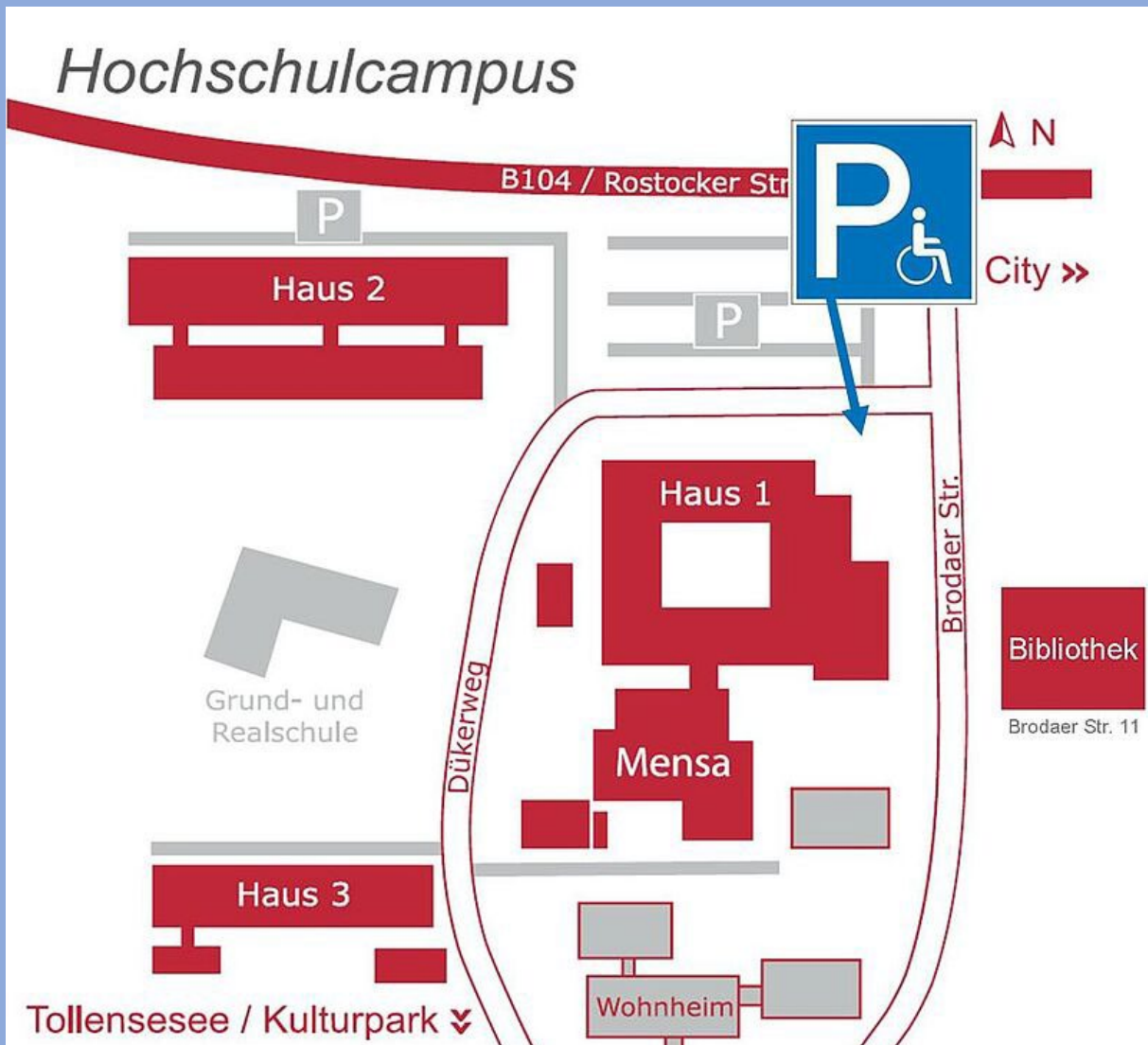
In general, the intention is to increasingly develop the semester information folder as a purely digital document, but this does not preclude printing on paper.

In order for the Semester Brochure to actually meet your needs in terms of content and handling, your comments, hints and ideas are needed.

Let us know what you think in the [Semester Brochure forum!](#)

Jens Rupprecht
Editor Semester Brochure
rupprecht@hs-nb.de

Site Map



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Germany

Telephone: +49 395 5693 4002 (Department Secretary)

GPS: N53° 33.340' E013° 14.844'

Regular Semester Dates

Begin of summer semester :	01/03/2024	
Lecture Period:	04/03/2024	to 21/06/2024
Lecture free:	08/03/2024	Frauentag
	29/03/2024	Karfreitag
	01/04/2024	Ostermontag
	09/05/2024	Christi Himmelfahrt
	10/05/2024	Bridging Day
	20/05/2024	Pfingstmontag
Feedback for winter semester 2024/25	03/06/2024	to 28/06/2024
Exams:	24/06/2024	to 12/07/2024
End of the summer semester:	31/08/2024	

Lecture Plan

from the current online course catalogue (HIS-LSF) of the university

Path A

2. Semester Master Thesis

Path B

1. Semester [Lectur Directory](#)

3. Semester Internship

Compulsory Modules

In principle, so-called course rooms are set up for all teaching modules on the LMS/Moodle [eLearning platform](#), in which information, course content, assignments, etc. are provided, but also assignments and participation in online events are possible.

Elective Modules

In the 1st semester (Path A) as well as in the 1st and 2nd semesters (Path B), elective modules are on the curriculum.

You can find the available range of elective modules on the eLearning platform LMS/Moodle under [LAR/LGM - Student Service](#). Here you will find information about the individual courses and in some cases you can also enroll yourself.

Examinations

Information on examinations, registrations and deregistrations for examinations, transcripts of records, but also changes to your address and issuance of certificates of enrolment are accessible to students via the [SB-Online](#) platform .

Further Information for Students

Subject-specific information for students of the Master's program Landscape Studies and Greenspace Management can be found on the [program's website](#).

Department LG (Landscape Sciences and Geoinformatics)

Head of Department

Dean

Prof. Dr. Ing. Caroline Rolka
Room 311 - Bdg. 2 | +49 395 5693 - 4506
rolka@hs-nb.de

Secretary

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Vice-Dean

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Dean of Studies

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Deputy Dean of Studies

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Department Council

Professors

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Department Officers

LGM Course Speaker/Coordinator for WS 2022/23

Prof. Dipl.-Ing. Claudia Schulte

Room 310 - Bdg. 2 | +49 395 5693 - 4510 | schulte@hs-nb.de

Internship Officer LGM

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Department Officer for Foreign Matters

Prof. Dr. Philip Caston

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LGM Examination Committee

Prof. Dr. Caroline Rolka (Chairman)

Room 311 - Bdg. 2 | +49 395 5693 - 4506 | rolka@hs-nb.de

Administration Support

International Office / Student Advisory Service / Buddy Programme

Mrs. Dorina Mackedanz

Room 258 - Bdg. 1 | +49 395 5693 - 1110 | mackedanz@hs-nb.de

Enrolment and Examination Office

Mrs. Ariane Haß

Room 254 - Bdg. 1 | +49 395 5693 - 1104 | hass@hs-nb.de

Your Team for This Semester



GEO.21.008 - Spatial Data Infrastructure

Prof. Dr. Frank Günther

Room 131 – Bdg. 2 | +49 395 5693 – 4114 | guenther@hs-nb.de



GIS and Remote Sensing for sustainable land and risk management

Prof. Dr.-Ing. Ralf Löwner

Room 301 – Bdg. 2 | +49 395 5693 – 4102 | loewner@hs-nb.de



LGM.20.010 - Design Studio

LGM.20.017 - International Seminar in Landscape Architecture

Prof. Dr. Elke Mertens

Room 209 – Bdg. 2 | +49 395 5693 – 4508 | mertens@hs-nb.de



LGM.20.001 - Dendrology and Planting Design

LGM.20.012 - Designing in the Historical Environment

Prof. Dr. Caroline Rolka

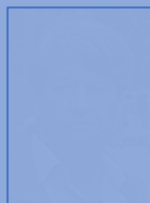
Room 311 – Bdg. 2 | +49 395 5693 – 4506 | rolka@hs-nb.de



LGM.20.002 - Landscaping and Materials

Prof. Mareike Schönherr

Room 236 – Bdg. 2 | +49 395 5693 – 4509 | schoenherr@hs-nb.de



LGM.20.003 - German for International Students

Ross Copeland

Room 351 – Bdg. 1 | +49 395 5693 – 1600 | copeland@hs-nb.de



CAD - VectorWorks

LGM.20.016 - Visualization and Data Modeling

Dipl.-Ing. Jens Rupprecht

Room 232 – Bdg. 2 | +49 395 5693 – 4306 | rupprecht@hs-nb.de

Helpful Guidance Concerning Examinations

Examinations are carefully regulated to ensure fairness, there are a number of procedures that you must follow when taking examinations or withdrawing from a registration. If you are uncertain, please contact Mrs. HaB (details above). This information is taken from the official university website:

<https://www.hs-nb.de/en/academics/academics-and-advising/enrolments-and-examination-office/examination-matters/registration-for-examinations/>

and

<https://www.hs-nb.de/en/academics/academics-and-advising/enrolments-and-examination-office/examination-matters/withdrawalabsence-from-examinations/>

Registration for examinations

You must register before the deadline at SB-Online (the online student administration portal) for examinations that you would like to take in the semester. You will not be able to take examinations for which you have not registered.

Which examinations have to be completed is specified in the departmental examination regulations and the examination schedule for your particular course.

Important information

If you miss the registration deadlines for the module examinations by more than two semesters or do not take an examination for which you have registered, in both cases the examinations will be graded as failed.

Registration periods

For each examination period in a semester, there are fixed and published registration periods. The registration periods are generally from the start of May to the end of May (for the summer semester) and from the start of November to the middle of December (for the winter semester). You may only register and deregister without providing reasons within this period. If the registration deadline has elapsed, your application is considered to be binding.

Please ensure that you are aware of your examination schedule and the registration periods for each semester.

A late fee of €13.00 is payable for late registration for examinations.

Application for a repeat examination

If you have failed an examination or not taken an examination with justification (e.g. with a medical certificate), you are automatically obliged to repeat the examination the next semester. You must register at SB-Online again for all repeat examinations. If you fail to do this, you will be automatically registered (obligatory registration) by the Enrolments and Examination Office. The repeat examinations will be scheduled in the following semester.

Withdrawal/absence from examinations due to illness

Basic information

In withdraw from an examination for which you are registered up to seven days before the examination as per the regulations and without providing reasons. Cancellation of your enrolment requires written notification to the Enrolments and Examination Office or through the electronic course management and examination system (SB-Online).

Notification and certificate

If due to illness you are prevented from taking part in an examination or submitting an assessment by the specified date or you must withdraw from an examination after the start of the examination, you must immediately inform the examination office (3 business days after the particular examination date at the latest) in writing and providing substantiation.

For assessments with a submission deadline (assignments, project work, final theses, etc.), there is the option of applying for an extension of the due date in addition to withdrawing or being absent.

The following documents must be submitted to the examination office for this purpose:

Form: 'Absence or withdrawal from examinations / Application for extension of the due date for reasons of illness'

A medical certificate

Medical certificate

1. Simple certificate of incapacity to work (a 'yellow slip'):

For the first attempt to take an examination or the first application for an extension of the due date, a 'simple' certificate of incapacity to work (a 'yellow slip') must be provided.

2. Certificate of inability to take an examination (medical certificate):

For repeat examinations and for the second or more extension of a due date, the Neubrandenburg University of Applied Sciences form 'Certificate of inability to take an examination' must be completed by the treating doctor. Certificates that are not submitted on the form but which nevertheless contain all the necessary information to assess the inability to take an examination are still valid.

3. Official medical certificate:

In cases of doubt, particularly for the final attempt to take an examination or for Bachelor's or Master's theses, the examination office can, with the agreement of the examination board, request that the candidate submit an official medical certificate for the inability to take an examination.

Please note:

A medical certificate can only be accepted if the medical examination has taken place **on the day of the examination at the latest**. If a student becomes unable to continue taking an examination during the examination itself (written examination, oral examination, etc.), a medical certificate must be obtained **immediately after terminating the examination**.

For the case that, during a period covered by a medical certificate, an **examination is taken in spite of the certificate**, the certificate is no longer valid.

Example: The certificate applies to the period Monday to Friday of a particular week. There is an examination of Monday, Wednesday and Friday. You do not take the examination on Monday but

do take the examination on Wednesday. If you do not want to take part in the written examination on Friday, you must provide a new certificate for this date.

Similarly, you are entitled to withdraw for compelling reasons in the case **of illness of your child**, provided the child lives in your home, another person living in your home is not able to supervise, care for or nurse the child, and the child is not yet 12 years of age.

Deadlines

The notification and medical certificate must be submitted to the examination office immediately, that is, without culpable delay, **by the 3rd business day at the latest** after the particular examination date.

The application for an extension of the due date and the medical certificate must also be submitted promptly and in all cases always **before the due date has passed**.

The received stamp of the University (not the date stamp) is valid in this case. Saturdays, Sundays and public holidays are not included. Documents that are not received in time can only be accepted in exceptional cases. The reasons for a delay in the submission must be stated by you and substantiated, that is, you must satisfactorily demonstrate that it was not possible for you to submit the notification and the medical evidence by the deadline.

Example: Hospitalisation as a result of an accident.

A **subsequent appeal to reasons for withdrawal or absence** that were known to you at the time of the examination is excluded. Withdrawal from an examination is also excluded if the **examination result has been published** unless it was not possible for you to provide the information and substantiate your case for reasons beyond your control.

You also have a **duty to cooperate** when determining the inability to take an examination. If you do not provide the required evidence or do not provide it in time, this will be to your disadvantage; the assessment is then graded as 'unsatisfactory' (5.0).

Legal consequences

If the notification and the medical certificate meet the requirements and are submitted in time, the examination attempt concerned is considered to be not taken and you are eligible for a new examination attempt in the next possible examination date, generally in the examination period of the following semester. The extension of the due date is determined by the length of the inability to take the examination.

If the notification or the application and the evidence (e.g. medical certificate) are not submitted or are submitted late and are not accepted, the assessment concerned is graded as 'unsatisfactory' 5.0.

Communication in both cases is in writing through the examination office.