

Course Policy

Purpose

Membership in the academic community places a special obligation on all members, students and faculty alike, to preserve an atmosphere conducive to the freedom to learn, inferring the responsibility to maintain acceptable standards of classroom activities. This course policy shall support the academic community of the *Resources Engineering* Study Program in their quest to ensure academic excellence.

Course Attendance

- *Courses (lectures + exercises)*. Continuous attendance is expected. Absentees are responsible for collecting relevant course material and homework assignments from peers or the instructor. Instructors may cancel a class, when 5 min after the scheduled beginning fewer than three students are present.
- *Seminars (e.g., for study papers) and Excursions*. Attendance is mandatory after signing up. Please follow instructions of individual lecturers.
- *Office hours*. Students who face a special hardship may discuss the situation with the course instructor during office hours. Office hours may not be used as substitute for missed lectures.
- *Courtesy*. Students arriving late or leaving early challenge the continuity of a class session; hence, it is expected that students adhere to the schedule set by the instructor. Furthermore, during lectures students have to turn off personal electronic devices such as mobile phones or PDAs. Also, students must turn off monitors and PCs during non web-based course units.

Exams and Exam-Relevant Assignments

- *Plagiarism and cheating*. These offenses are subject to the procedures outlined in the *Prüfungsordnung*. Plagiarism (copying text passages from published work without citation) may delay the return of exams.
- *Take home exams*. All homework will be assigned with a specified due date. Homework submitted for grading must be received at the beginning of class on the specified due date.
- *Study papers/exercises*. All assignments must be presented in a readable manner with all equations, illustrations, and supporting information listed, possibly in an appendix. Solutions must be presented with answers and conclusions clearly outlined. Students are encouraged to use standard software for spreadsheets and word processing; for paper copies: one-sided printouts on white unruled paper. Papers that are judged illegible or difficult to follow will be returned for a one-time revision.

Conflict Situations

- *Among students*. Students should turn to the Students' Speaker when they face conflicts that affect their learning. If the situation extends over a week's time, it should be brought to the attention of the *Resources Engineering* administration. Finally, students and/or the Students' Speaker may discuss the situation with an instructor they entrust.
- *Between students and individual lecturers*. If several students are involved, then the Students' Speaker should bring forward the students' concern to the course instructor and arrange for a visit during her office hours. If this does not resolve the conflict, then students should contact their assigned mentors and, in addition, the Students' Speaker may turn to the Director of the *Resources Engineering* Study Program (Prof. Winter). These faculty members will contact the respective course instructor to solve the situation jointly.
- *Between students and Resources Engineering administration*. The Students' Speaker may turn to the *ResEng*-Examination Board or the Board of Directors of the Department of Environmental Sciences, Geo Sciences, and Civil Engineering (representative of the *ResEng* Study Program: N.N.).

Noncompliance with respect to "Class Attendance" and "Exams and Exam-Related Assignments" can lead to dismissal from a course. Continuous noncompliance can lead to expulsion from the course completely.

I have read and accepted this course policy:

.....
(date)

.....
(signature of student)

.....
(name)