The following Program Regulations for the international Master's degree in Sustainable Engineering of Infrastructure have been issued by the board of the Faculty of Civil Engineering and Conservation/Restoration in accordance with § 3 (1) in conjunction with § 38 (3) and §§ 54, 55 of the Thuringian Higher Education Act (ThürHG) of 24 May 2018 (GVBl. p. 149), as last amended by Article 128 of the act on 23 March 2021 (GVBl. p. 115).

The Program Regulations for the Master's degree were adopted by the faculty board in its meeting on 14 April 2021 in accordance with § 28 (1) no. 4 of the bylaws of the University of Applied Sciences Erfurt (Fachhochschule Erfurt), as announced in the Thuringian State Gazette of 8 April 2019 (ThStAn14, p. 664).

The President of the University of Applied Sciences approved the Program Regulations on 3 August 2021.

## Table of Contents



## §1 Scope

(1) These Program Regulations govern the practice-oriented international Master's program in Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt. The program builds consecutively on the Bachelor's degree in Civil Engineering. In the absence of further provisions in this document, the General Academic Regulations and Procedures for Bachelor's and Master's Programs and Postgraduate Studies at the University of Applied Sciences Erfurt of 05 August 2019 (RPO B./M./W.) shall apply.

(2) The Program Regulations include the examination schedules and curricula (Appendices 1 and 2), which list as binding all modules, workload in terms of both semester hours per week and credits, and the coursework and examinations to be completed in the individual modules.

(3) The Program Regulations include the Work Placement Regulations (PraO-int. MA, Appendix 3), which contain all guidelines for the engineering placement in Sustainable Engineering of Infrastructure.

## § 2 Study Objectives

(1) The practice-oriented international Master's program in Sustainable Engineering of Infrastructure builds on a 7-semester Bachelor's degree in Civil Engineering and concludes with a second professional and academic qualification. The Master's program prepares the students to work internationally in a variety of roles. Upon completion of their degree, the graduates are equipped to undertake independent work in construction companies, engineering or planning consultancies, research or public service. Furthermore, the program trains students to make independent decisions based on technical, ecological and economic considerations and conduct consulting work, planning and research in an international context.

(2) The degree program aims to enable graduates to work in the following fields:

- the planning, drafting, cost calculation and management of construction projects in civil engineering and urban infrastructure projects
- complex engineering work in leadership positions in the planning, cost calculation, execution and management of civil engineering and urban infrastructure projects
- the application of specialist knowledge of engineering theory, complex work flows and processes in research and development

## § 3 Entry Requirements

(1) The entry requirements for the consecutive Master's degree in Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt are regulated in § 3 of the General Academic Regulations and Procedures (RPO B./M./W.). Specifically, the requirements are as follows: an undergraduate degree from a university or co-operative study program in Civil Engineering with a completed workload of at least 210 credit points (CP) and above-average examination results (equivalent to the German grade 2 or above). For Bachelor's graduates with fewer than 210 credits, §3 (4) applies.

(2) Furthermore, the following English language skills are required: level B2 (CEFR) as demonstrated by:
- proof of native speaker status or
- an internationally recognized certificate of English language skills at level B2 (see Table 1) or
- equivalent certification.

Table 1

| **Native language** | **Required English language qualifications** |
|---|---|
| German | Level B2 of the Common European Framework of Reference for Languages (CEFR) |
| Native speakers of English / English-taught Bachelor's or Diploma degree | No certificate necessary. Only proof of English as the language of instruction in the undergraduate degree. |
| Other | IELTS Academic (band 6.0)<br>TOEFL: CBT > 213, IBT >79, PBT > 550 points<br>Cambridge Certificate in Advanced English, Grade C |

(3) Admission to the consecutive Master's program Sustainable Engineering of Infrastructure can be applied for after successful completion of a 6-semester Bachelor's degree in Civil Engineering at another university. In this case, admission can only be granted if the remaining 30 credits of the 7-semester Bachelor's program can be earned by completing a 16-week engineering placement with an accompanying written report and colloquium prior to the student applying to the examination board to write their Master's thesis. The remaining credits shall be awarded after successful completion of the colloquium. Further details are stipulated in the Work Placement Regulations for the international Master's degree in Sustainable Engineering of Infrastructure (PraO-int.MA, Appendix 3). In such cases, the Examination Board reserves the right to interview and, if necessary, examine the candidate in person.

(4) The applicant must have submitted the documents required in § 3 of the Program Regulations to the University of Applied Sciences within the application period 15 October - 15 December in order to be enrolled in the summer semester of the Master's program in Sustainable Engineering of Infrastructure.

## § 5 Program Structure, Examinations, Degree

(1) After 3 semesters of study, the international Master's program in Sustainable Engineering of Infrastructure leads to the degree
- Master of Engineering (M.Eng.).

(2) The program can only be commenced in the summer semester.

(3) The program comprises compulsory and elective modules and the completion of the Master's thesis and colloquium. The corresponding examinations and study credits are regulated in Appendix 2.

(4) The degree program is structured as follows:

| | |
|---|---|
| 1st semester with compulsory and elective modules | 30 credits |
| 2nd semester with compulsory and elective modules | 30 credits |
| 3rd semester with compulsory modules, Master's thesis and colloquium | 30 credits |
| | Σ 90 credits |

(5) In the 3rd semester, the Master's thesis and colloquium constitute the final examination. The students are allocated 14 weeks to write their Master's thesis and an additional two weeks to prepare and hold their colloquium.

## § 5 Curriculum, Examination Schedule

(1) The course contents are divided into modules.

(2) The modules are listed in the curriculum (Appendix 1) according to
code,
module name,
type of module,
standard semester of study,
credits,
teaching hours in semester hours per week.

(3) The modules are listed in the examination schedule (Appendix 2) according to
code,
module name,
preliminary exam requirement,
when they are examined,
type of examination (and weighting if applicable),
duration of examination in minutes,
standard semester of study,
credits.

## § 6 Compulsory and Elective Modules

(1) The degree program consists of compulsory and elective modules.

(2) Compulsory modules (P) are those which are prescribed by the curriculum in order to successfully complete the degree program and are therefore binding. Examinations in compulsory modules are graded. If, in addition to a final examination, the examination schedule specifies continuous assessment during the semester, this must be passed in order for the student to be admitted to the examination.

(3) Elective modules (W) are to be selected from the current range of courses offered by the University of Applied Sciences Erfurt or other universities. The means of assessment or type of examination for elective modules (W) are determined by the individual instructors in accordance with the Program Regulations or General Academic Regulations and Procedures and are to be announced at the beginning of each course.

## § 7 Practical Specialization

(1) The project is to be worked on throughout the students' studies and lecture-free periods and spans three semesters (1st, 2nd and 3rd semesters of study).

(2) The module culminates in a colloquium. Assessment of the colloquium constitutes 30% of the grade for this module. Credits for the module are awarded after successful completion of the colloquium.

## § 8 Master's Examination

(1) The Master's program is deemed to have been successfully completed when 90 credits have been obtained in the Department of Civil Engineering at the University of Applied Sciences Erfurt. This does not exclude the transfer of credits and examination results obtained at other universities.

(2) The colloquium for the Master's thesis may only be held after 69 credits have been earned. The grade awarded for the colloquium constitutes 30% of the grade for the Master's thesis. In order to register for the Master's thesis, the credits of no more than 2 modules may be missing.

(3) The final grade is determined by the average of all compulsory subjects weighted by credit points, in addition to the practical specialization and the Master's thesis.

## § 9 Commencement of Regulations

These Program Regulations for the international Master's degree in Sustainable Engineering of Infrastructure come into legal effect on the first day after their announcement in the gazette (Verkündungsblatt) of the University of Applied Sciences Erfurt. They apply for students who enrol from summer semester 2022 onwards.

Erfurt, 3 August 2021

**Prof. Dr. Frank Setzer**
President
University of Applied Sciences Erfurt

**Prof. Dr.-Ing. Steffen Riedl**
Dean
Faculty of Civil Engineering and Conservation/Restoration

## Appendix 1: Curriculum

### 1st Semester Sustainable Engineering of Infrastructure

| Code | Module name | Type of module | Standard semester | Credits | Teaching hours per week |
|---|---|---|---|---|---|
| MBI 1510 | BIM and Digital Project Management | P | 1 | 5 | 4 |
| MBI 1520 | Pavement Maintenance | P | 1 | 5 | 4 |
| MBI 1530 | Numerics | P | 1 | 5 | 4 |
| MBI 1540 | Construction Economics and International Project Management | P | 1 | 5 | 4 |
| MBI 1550 | Natural Resources – Depletion and Projection | P | 1 | 5 | 4 |
| MBI 1940 | Elective Lecture 1 | W | 1 | 2 | 2 |
| MBI 1930 | Practical Specialization Part 1 | P | 1 | 3 | 2 |

### 2nd Semester Sustainable Engineering of Infrastructure

| Code | Module name | Type of module | Standard semester | Credits | Teaching hours per week |
|---|---|---|---|---|---|
| MBI 2510 | Geodesign | P | 2 | 5 | 4 |
| MBI 2520 | Ground Improvement and Piling | P | 2 | 5 | 4 |
| MBI 2530 | Urban Water Management | P | 2 | 5 | 4 |
| MBI 2540 | Hydraulic Engineering in Urban Environment | P | 2 | 5 | 4 |
| MBI 2550 | Urban Infrastructure Diagnostics and Conservation | P | 2 | 5 | 4 |
| MBI 2940 | Elective Lecture 2 | W | 2 | 2 | 2 |
| MBI 1930 | Practical Specialization Part 2 | P | 2 | 3 | 2 |

### 3rd Semester Sustainable Engineering of Infrastructure

| Code | Module name | Type of module | Standard semester | Credits | Teaching hours per week |
|---|---|---|---|---|---|
| MBI 1930 | Practical Specialization Part 3 with Colloquium | P | 3 | 6 | 2 |
| MBI 3950 | Communication Techniques / Soft Skills | P | 3 | 3 | 2 |
| MBI 3990 | Master's Thesis and Colloquium | P | 3 | 21 | |

Key:
P compulsory module
W elective module

## Appendix 2: Examination Schedule

### 1st Semester Sustainable Engineering of Infrastructure

| Code | Module name | PV | When | Type of examination | Duration in minutes | Standard semester | Credits |
|---|---|---|---|---|---|---|---|
| MBI 1510 | BIM and Digital Project Management | | SB | SL (70%)<br>Ko (30%) | | 1 | 5 |
| MBI 1520 | Pavement Maintenance | SL | PZ | K | 90 | 1 | 5 |
| MBI 1530 | Numerics | | SB | SL | | 1 | 5 |
| MBI 1540 | Construction Economics and International Project Management | | PZ | K | 90 | 1 | 5 |
| MBI 1550 | Natural Resources – Depletion and Projection | | SB | SL | | 1 | 5 |
| MBI 1930 | Practical Specialization Part 1 | | SB | SL | | 1 | 3 |

### 2nd Semester Sustainable Engineering of Infrastructure

| Code | Module name | PV | When | Type of examination | Duration in minutes | Standard semester | Credits |
|---|---|---|---|---|---|---|---|
| MBI 2510 | Geodesign | PÜ | SB | SL | | 2 | 5 |
| MBI 2520 | Ground Improvement and Piling | | PZ | M | | 2 | 5 |
| MBI 2530 | Urban Water Management | | PZ | K | 90 | 2 | 5 |
| MBI 2540 | Hydraulic Engineering in Urban Environment | | PZ | K | 90 | 2 | 5 |
| MBI 2550 | Urban Infrastructure Diagnostics and Conservation | SL | PZ | K | 90 | 2 | 5 |
| MBI 1930 | Practical Specialization Part 2 | | SB | SL | | 2 | 3 |

### 3rd Semester Sustainable Engineering of Infrastructure

| Code | Module name | PV | When | Type of examination | Duration in minutes | Standard semester | Credits |
|---|---|---|---|---|---|---|---|
| MBI 1930 | Practical Specialization Part 3 with Colloquium | | SB | SL (70%)<br>Ko (30%) | | 3 | 6 |
| MBI 3950 | Communication Techniques / Soft Skills | | SB | SL | | 3 | 3 |
| MBI 3990 | Master's Thesis and Colloquium | | SB | MT (70%)<br>Ko (30%) | | 3 | 21 |

Key:

| | | | |
|---|---|---|---|
| K | written examination | PÜ | practical task |
| M | oral examination | SB | continuous assessment |
| MT/Ko | Master's thesis and colloquium | SL | practical work with report/proof of attendance |
| PV | preliminary examination requirement | SL/Ko | proof of attendance and colloquium |
| PZ | examination period | | |

## Appendix 3: Work Placement Regulations (PraO-int. MA)

## for the Master's Degree in Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt

### §1 General Provisions

(1) According to § 3 (3) of the Program Regulations for the Master's degree in Sustainable Engineering of Infrastructure, the 30 credits needed to complete the 7-semester Bachelor's must be earned through an engineering placement, an accompanying report and a final colloquium. As a rule, the work placement is carried out in companies or institutions suitable for this purpose. When choosing a host organization, attention should be paid to the international profile of the company or institution. As an alternative to companies or institutions in the construction industry, the engineering placement can be undertaken at the university's own research facilities. The students are expected to work on current research topics, produce a research report and conclude the module with a colloquium. The work placement is regulated by these Work Placement Regulations.

(2) The students remain enrolled in the program Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt for the duration of their engineering placement. In order to achieve their educational objectives, they are obliged to adhere to the rules and regulations of the training facility (host organization) and authorized individuals, and in particular to observe the provisions that apply to the host organization.

### § 2 Recognition of the engineering placement

(1) The engineering placement can be substituted in whole by a minimum of one year of professional experience as a civil engineer.

(2) In order for the proper completion of the engineering placement to be fully approved, the students of Sustainable Engineering of Infrastructure are required to submit the following documents to the program director:
- contract of employment and job description
- employer's reference regarding the engineering work undertaken

(3) Internships with an engineering or research focus completed prior to enrolment can be recognized for the practical work placement. For full recognition of the engineering placement, the student must submit a written placement report and participate in the subsequent colloquium. Placements undertaken as part of the student's undergraduate degree cannot be recognized.

(4) In order for the practical component of their engineering placement to be fully recognized, the students of Sustainable Engineering of Infrastructure are required to submit the following documents to the program director:
- training agreement and job description
- employer's reference including duration of placement, type of work undertaken and periods of absence

### § 3 Training objectives, contents and duration of the engineering placement for the international degree program Sustainable Engineering of Infrastructure

(1) The aim of the engineering placement is to provide a link between theory and practice. The students are to be introduced to practical work by means of specific tasks within operational work processes. The purpose of the placement is to enable them to apply the theoretical and practical knowledge acquired during their studies

and successfully implement new scientific methods. The engineering placement aims to supervise and guide students while providing an insight into the work of a civil engineer and imparting specialist practical skills and a deeper awareness of the problems involved in the application of scientific theory. Students who decide on a placement in a research institution at the university should be given an insight into the current research topics of civil engineering and the opportunity to participate in research and development projects. This may include the development of methodologies, scientific literature research and laboratory experiments. This type of placement aims to enable students to use their acquired specialist knowledge to work on research issues.

(2) The engineering placement for the Master's program in Sustainable Engineering of Infrastructure covers all fields of activity that correspond to the future professions of the graduates:

- structural design: work on draft planning, calculations, graphical representation and preparation of tender and implementation documents,
- construction: participation in construction management, preliminary work, construction and cost calculation,
- research: writing reviews of academic literature, conducting tactile tests, developing methodologies and collaborating on the writing of academic publications.

(3) According to § 3 (3) of the Program Regulations, the engineering placement must be completed before the student registers for the Master's thesis. It comprises a period of at least 16 consecutive weeks in a company, other practical training facility or research institute of the University of Applied Sciences Erfurt. Upon completing the placement, the student must submit a written report. The module concludes with a colloquium at the University of Applied Sciences. Periods of absence must always be made up for, with the exception of sick leave of up to one week. The training objectives may not be impaired by the period of absence. The student's daily workload should correspond to the normal working hours of the host organization.

(4) The program director of Sustainable Engineering of Infrastructure is responsible for organizing the engineering placement. The objectives and contents stipulated in paragraphs 1 and 2 are to be reported to the program director.

## §4 Host organizations for the engineering placement

(1) Students are obliged to inform the program director of their choice of placement (host organization).

(2) The engineering placement is to be carried out in companies which guarantee fulfilment of the training objectives and contents as defined in § 3. The program director decides on the suitability of the placement.

(3) With the approval of the program director, appropriately qualified participation in an application-oriented research and development project at the University of Applied Sciences Erfurt can be fully recognized as an engineering placement.

(4) The engineering placement may not be undertaken in the student's own company or that of their parents.

(5) If the training plan cannot be fulfilled at a particular host organization, it is possible for the student to transfer during the engineering placement. In this case, the program director must approve the transfer.

### §5 Training agreement for the engineering placement

(1) Before the engineering placement, the host organization and the student sign a training agreement (for a sample contract, see Appendix A to PraO-int. MA).

(2) The training agreement specifically regulates the following:

1. The obligation of the students
   a) to take full advantage of the training opportunities offered,
   b) to carry out the tasks assigned in the training plan with due care,
   c) to adhere to the rules and regulations of the host organization and authorized individuals,
   d) to observe the provisions applicable to the training facility, in particular workplace regulations, accident prevention standards, and confidentiality,
   e) to prepare a chronologically structured report (placement report) to a specified deadline, detailing the contents and progress of the placement, and to submit the documents to the program director in accordance with § 7 (2),
   f) to immediately notify the training facility of any absence.

2. The obligation of the host organization
   a) to train the students in accordance with the training plan and the provisions of these Program Regulations in the period specified,
   b) to regularly review the placement report which the students are required to write,
   c) to issue an assessment (Placement Certificate) in accordance with § 7 (1), which describes the duration, contents of the placement, the student's performance and details any periods of absence,
   d) to appoint a supervisor at the host organization and allow the university supervisor to monitor the students in the workplace.

(3) The training agreement is to be submitted for inspection to the program director of Sustainable Engineering of Infrastructure in the Department of Civil Engineering immediately after conclusion of the contract, at the latest two weeks before the placement begins.

### §6 Supervision at the host organization during the engineering placement

In order for the students to be supervised by the University of Applied Sciences, the program director appoints teaching staff to undertake the following:
- obtain information about the suitability of the placement, the progress of training and the professional supervision of the students,
- assess the placement report which the students have to submit and carry out the final colloquium.

### §7 Written report, assessment and recognition of the engineering placement in the field of Sustainable Engineering of Infrastructure

(1) Students must draw up a written report (placement report) on their training during the engineering placement and have it approved by the host organization. At the end of the engineering placement, the host company or research institution issues an assessment of the student (Placement Certificate - see Appendix B to PraO-int. MA), which details the duration, type of activity and work content, performance, starting and finishing date of the placement period and any absences.

(2) In order for the proper completion of the engineering placement to be fully approved, the students are required to submit the following documents to the program director:
- their written placement report,
- the assessment of the host company or research institute.

(3) The deadline for submission of the documents specified in paragraph 2 is the 3rd week after completion of the engineering placement at the latest.

(4) Based on these documents and the colloquium, the program director decides on recognition of the placement.

(5) Upon request, the program director can issue a certificate confirming recognition of the engineering placement.

(6) In the event of non-recognition, the student shall be notified of the reasons for the decision in writing. This must be accompanied by instructions on the right of appeal.

(7) If the engineering placement is not considered to have been successfully completed, it may be repeated twice.

**§8 Liability and insurance during the engineering placement**

(1) During their engineering placement, the students are legally insured against accidents as per § 2 (1) no. 1 SGB VII. It is their responsibility to ensure that the University of Applied Sciences Erfurt is informed immediately in the case of an insured event.

(2) The students themselves are responsible for determining their own liability risk in the workplace. As a rule, it is covered for the duration of the contract by the general business liability insurance of the host organization.

(3) All students are advised to take out private liability insurance covering the duration of the training agreement and the activities involved in the work placement.

| | |
|---|---|
| Appendix A to PraO-int.MA: | Sample Contract |
| Appendix B to PraO-int. MA: | Placement Certificate |

Appendix A1 to PraO-int. MA:

**Sample Contract**

# Training Agreement
# Engineering Placement for the Program Sustainable Engineering of Infrastructure

| | |
|---|---|
| Company/authority/institute | ..... |
| Address/tel. no.: | ..... |

hereafter referred to as the "host organization",

and

| | |
|---|---|
| Mr./Ms. | ..... |
| born on | ..... |
| resident in | ..... |

student of the Master's program in Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt, hereafter referred to as the "student", agree to enter into the following

## C o n t r a c t

as follows:

## §1 General Provisions

The aim of the placement is to establish a link between theory and practice. The students are to be introduced to practical work by means of specific tasks within operational work processes. The aim of the placement is to enable them to apply the theoretical and practical knowledge acquired during their studies and successfully implement new scientific methods in practice. The work placement module aims to supervise and guide students while providing an insight into the work of a civil engineer.

The training agreement is based on the current version of the Work Placement Regulations for the Master's program in Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt.

## §2 Obligations of the Host Organization

The host organization is obliged to

1. train the student in the period from ..... to ..... (= 16 weeks),
2. regularly review the placement report which the student is required to write,
3. issue an assessment (Placement Certificate) in accordance with § 7 (1) which describes the duration, contents and success of the placement and details any periods of absences,
4. allow the university supervisor to monitor the student in the workplace.

## §3 Obligations of the Student

The student is obliged

1. to take full advantage of the training opportunities offered,
2. to carry out the tasks assigned in the training plan with due care,
3. to adhere to the rules and regulations of the host organization and authorized individuals,
4. to observe the provisions applicable to the training facility, in particular workplace regulations, accident prevention standards, and confidentiality,
5. to prepare a chronologically structured report (placement report) to a specified deadline, detailing the contents and progress of the placement,
6. to immediately notify the training facility of any absence.

## §4 Termination of Contract

(1) During the two-week probationary period, the contracting parties may withdraw from the contract at any time.
(2) The contract can be terminated after the probationary period
   1. for good cause with immediate effect,
   2. by the student with four weeks' notice if they wish to discontinue the placement for personal reasons.
(3) The contract must be terminated in writing, stating the reasons for termination, after consultation with the university.

## §5 Insurance Cover

(1) The student is legally insured against accidents during the work placement (§ 2 (1 no. 1) SGB VII). In the case of an insured event, the host organization is also required to send a printout of the accident report to the University of Applied Sciences Erfurt.
(2) The liability risk of the student at the host organization is covered for the duration of the contract by the general business liability insurance of the host organization or the student's private liability insurance.

## §6 Working Hours, Vacation, Absences

(1) The student's daily workload should correspond to the normal working hours of the host organization.
(2) The student is not entitled to any vacation for the duration of the contract. The host organization may grant a short leave of absence from the placement for personal reasons. Periods of absence must always be made up for, with the exception of sick leave of up to one week. The training objectives may not be impaired by the period of absence.

## §7 Payment

Neither employment nor a claim to remuneration are established by this contract.

## §8 Supervisors

The host organization appoints

Mr./Ms. ..... work telephone no. .....
as the training supervisor for the student.

The University of Applied Sciences Erfurt appoints
Mr./Ms. work telephone no.

as program director of Sustainable Engineering of Infrastructure in the Department of Civil Engineering for the general organization of the practical semester and

Mr./Ms. ..... work telephone no. .....
as the university supervisor.

## §9 Copies of the Contract

This contract is to be signed in triplicate by the host organization, the student and the University of Applied Sciences. Each contractual partner and the University of Applied Sciences receive a copy of the contract.

## §10 Other Arrangements

Amendments and additions to this contract must be made in writing in order to be valid.

| Host organization | Student |
|---|---|
| ..... | ..... |
| (town/city, date) | (town/city, date) |
| ..... | ..... |
| (signature) | (signature) |

The University of Applied Sciences Erfurt approves the work placement in compliance with the conditions agreed.

Erfurt, ..... (date)

.....
Program Director in
the Department of
Civil Engineering

Appendix B to PraO-int. MA:

**Placement Certificate**

for the Engineering Placement

Mr./Ms.: .....

born on: ..... in .....

student of the international Master's program in Sustainable Engineering of Infrastructure at the University of Applied Sciences Erfurt undertook the work placement

from ….....… until .....

as follows:

.....

.....

.....

.....

.....

.....

.....

.....

---

He/She has fulfilled the required obligations according to the training plan for the placement.

Total no. of days absent .....
(excluding days off for lectures/examinations)

including days of sick leave: .....

Other absences (reasons):

……

……

.....
town/city, date

.....
signature of training supervisor
company stamp