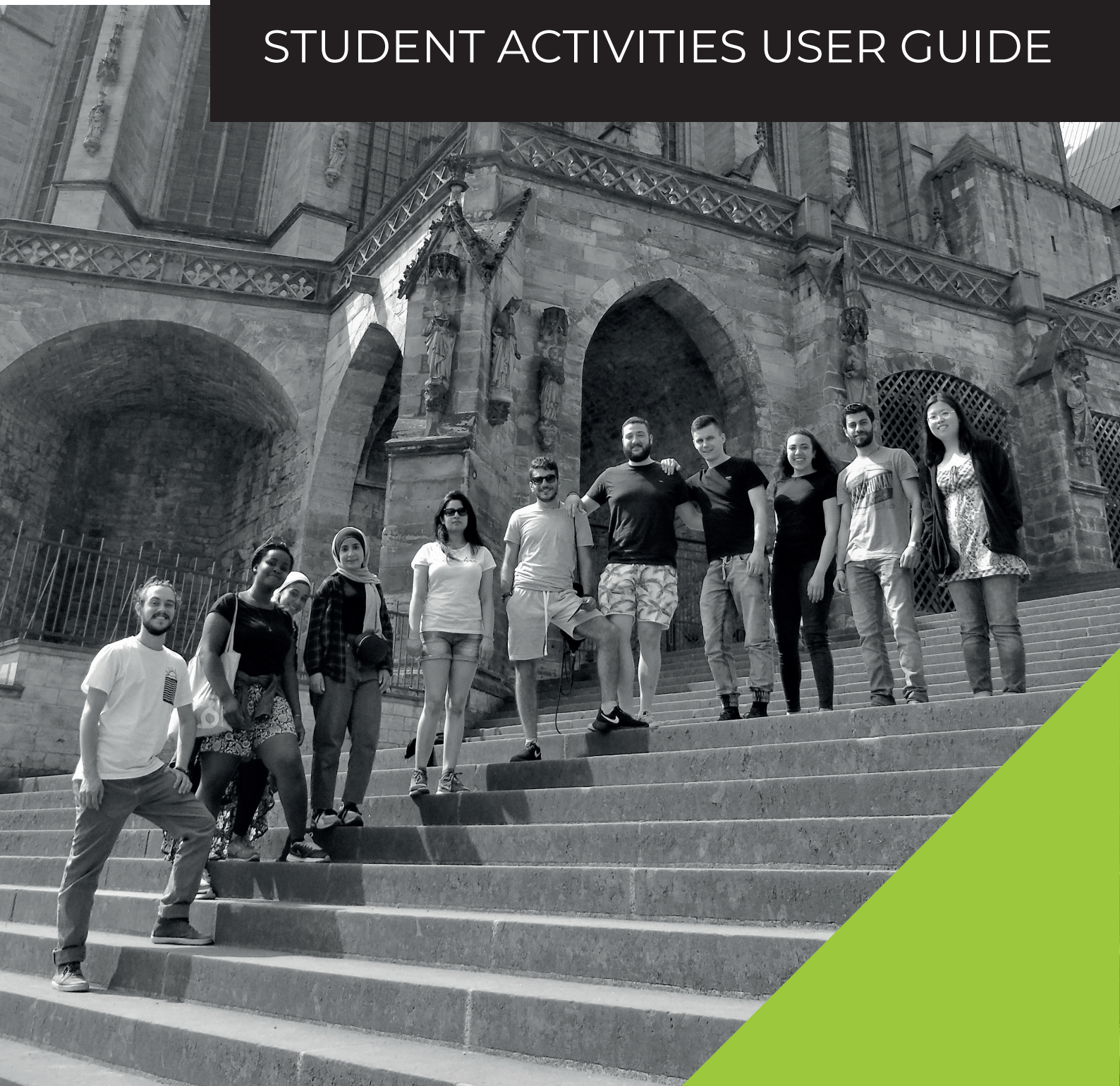




STUDENT ACTIVITIES USER GUIDE



USER GUIDE

STUDENTS ACTIVITIES TOOLBOX

– PEER-IR-VIEW PROJECT –

Choose a student activity and execute it easily! If you are tasked with running an event for international students, the Student Activities Toolbox offers a wide range of helpful templates to support you during organisation, coordination and implementation of your event. This collection provides you with templates for an activity profile, an event calendar, information material for students as well as a detailed guide on how to use the different documents which allow you to host a well-organised successful event.

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2 ACTIVITY PROFILE

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1 GENERAL PRESENTATION

1.1 BACKGROUND AND OBJECTIVES

The Student Activities Toolbox has been developed to simplify and shorten the planning process for organising events and excursions for international students. As universities become more international, it is primarily the responsibility of the International Relations Office to integrate and network international students. Excursions and events are a good way to do this, as they convey cultural and historical aspects of the country and at the same time give students the opportunity to get to know new people and contact persons in the International Office. Although this integration opportunity is an important task, IROs often do not have enough capacity for it. Event planning is a time consuming process and needs to be planned well in advance. This includes brainstorming, sourcing suppliers, coordinating dates, and preparing participant and accounting forms. Then there is the time and manpower required to run and follow up the event.

The problem is that excursions are rarely well or clearly documented afterwards, which makes it difficult to repeat the excursion. Especially when there is a change of staff, important contacts and concepts are lost. The idea for this tool was therefore to create a way of documenting knowledge in a compact form and making it available for future excursions. All the objectives of the tool are listed below:

- Reduced training time for new employees through better transfer and documentation of existing knowledge.
- Processes are simple and standardised, allowing resources to be used efficiently.
- Concepts can be adopted by other units and, if necessary, adapted to their own needs.
- Digital tools to simplify administrative processes and meet the needs of the international target group (simple, intuitive, online).
- Taking integration activities to a new, higher level and giving them more importance in the internationalisation process
- International transferability of the toolbox and thus the creation of a transnational knowledge base.

1 GENERAL PRESENTATION

1.2 USER INSTRUCTIONS

The fillable pdf forms are designed for planning activities for international students. The examples and explanations in this guide have been adapted for this purpose. However, the forms are designed to be neutral and can be used for other events such as team days, delegation meetings and staff weeks. The forms can be completed using any PDF reader. The fonts and sizes are already stored in the document. In order to fill in the document, you must enter your data in the prepared grey fields. Pay attention to the type of field. You can distinguish between dates, amounts in numbers and a simple title block. The placeholders for photos are marked with an icon. If you click on the icon, an information box will appear where you can select an image. Once you have filled in all the fields, save the file.

The following section outlines the use of these forms:

1. Record the dates and experiences of events and excursions already undertaken in the activity profiles.
2. Create a cover page and fill in the tables of contents by category.
3. Assemble the forms into an editable booklet.
4. Choose from the repertoire for the next trips and adapt them.
5. Use the calendar to keep track of upcoming events.
6. Use the information sheet to collect all important information about each excursion and distribute it to the participants.

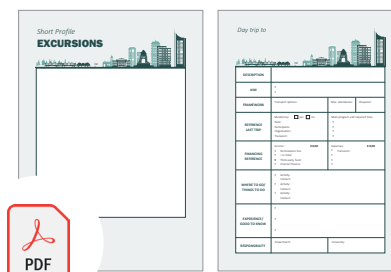
1.3 COMPOSITION OF THE TOOL

The toolbox consists of various templates that are available as pdf forms. The activity profiles will be used to create an editable booklet containing a compilation of all the trips and events that have already taken place. For a better orientation, the activities will be divided into three different categories: Short, day and multi-day trips. Each category will have its own profile with a table of contents. The Categories differ from each other by colouring. Photo, logo and information about the institution may appear on the front cover. In addition to the activity profiles, there is also an event calendar where all planned excursions can be entered. Placeholders for pictures are also provided. You will also find an information sheet for attendees. Here you can enter the programme, the most important information, contact details and a packing list. To record the data of the participants, a list of participants is also available. .

1 GENERAL PRESENTATION

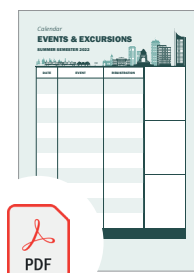
1 Template 'Activity profile' as pdf form

The template consists of different forms. Together they form the basis for a booklet. The individual forms are a cover page, a table of contents and the profile itself.



2 Template 'Event calendar' as pdf form

All upcoming trips organised by the International Relations Office are listed in the Events Calendar. There is also space for a registration link. Pictures can be added.



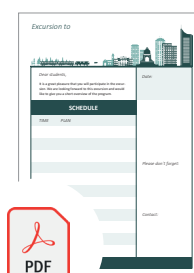
3 Template 'List of participants' as pdf form

The list is for collecting the data of the participants. This document is necessary as proof of the number of participants for the settlement of third-party funds.

No.	Last name, first name	Sex	Date of birth	Nationality	Language	Signature
1						
2						
3						
4						
5						
6						
7						
8						

4 Template 'Information sheet' as pdf form

The template serves as an overview and contains all the information for the planned event. It has placeholders for a timetable, photos, contact details and a packing list.



2 ACTIVITY PROFILE

2.1 DESCRIPTION AND STRUCTURE

After an overview of all the forms on the last page, the forms are explained in detail on the following pages. For each form there are instructions on how to fill it in and an example. The forms for the activity profiles are the main part of the toolbox. The cover page is presented first. This is followed by a description of the three categories. These will also help you to classify the trips you have already done. For the short excursions, a completed table of contents and a fact sheet are provided as examples. The instructions for filling in the form are written separately in red. Once completed, the forms are saved individually and can then be assembled into a booklet. This step is optional and will depend on your individual handling of the files. Make sure you keep the editing function so that you can regularly update and add to your profiles. Make sure that the forms are stored in a central folder in your system so that everyone in your department has access to the latest versions and there are no parallel structures.

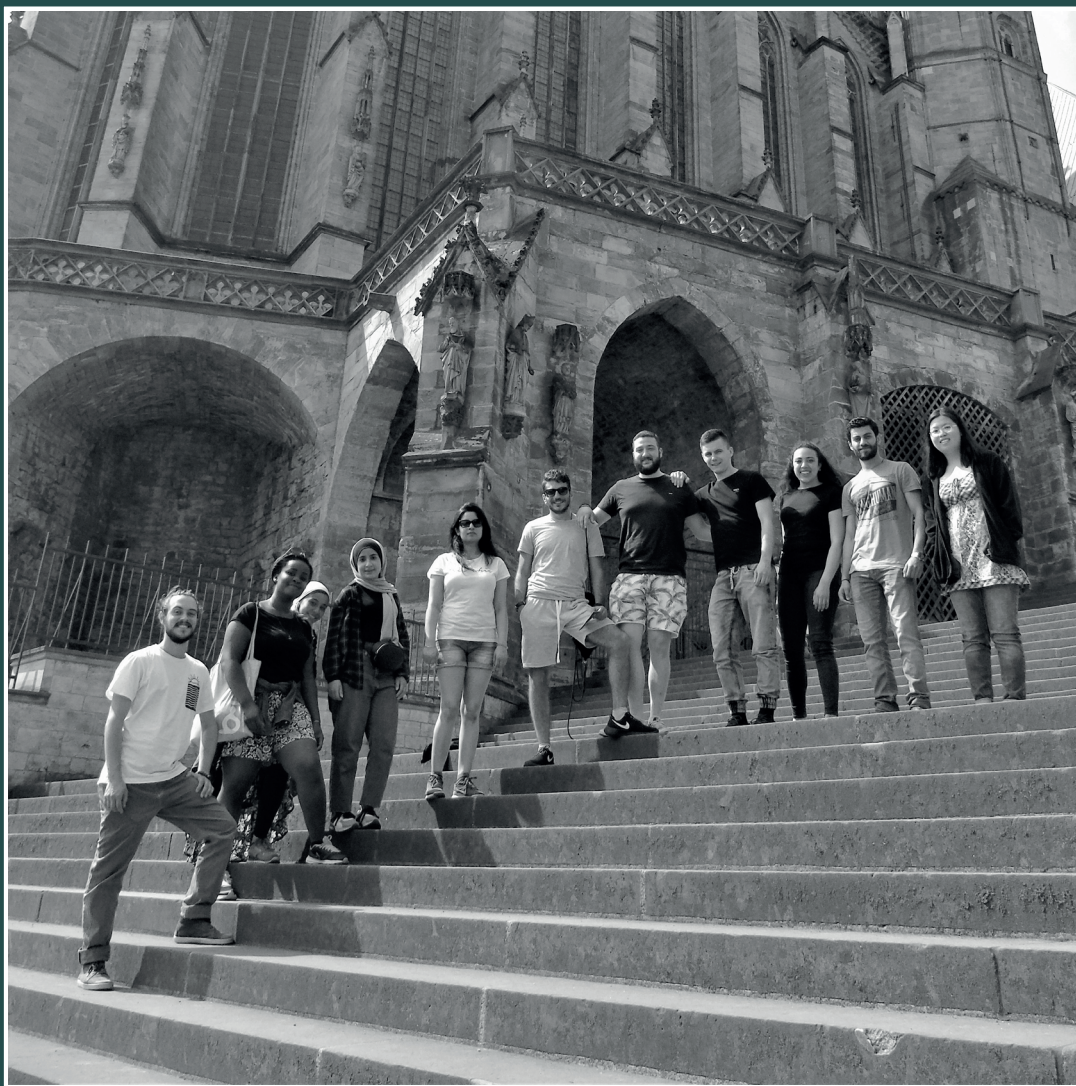
2.2 COVER SHEET

The cover combines all three categories into one booklet. Information about the university and your subject will therefore only appear on this page. The university logo is also reserved for this page only. Most of the page is reserved for a cover photo. Make sure it is of good quality and in a square format so that there are no white margins. You can crop the photo with a normal photo editor beforehand. To insert it, click on the icon.

The image shows a template for a cover sheet. At the top, it says "Short Profile" in a small font, followed by "EXCURSIONS" in a larger, bold, black font. Below the text is a stylized illustration of a city skyline with various buildings and a train. The main body of the template is a large white square with a thin black border. Inside this square, there is a red icon of a stack of photos with a magnifying glass over one of them. Below the icon, the text "Add picture" is written in red. At the bottom of the template, there are two lines of text: "UNIVERSITY" and "DEPARTMENT", both in a small, black, sans-serif font.

Short Profile

EXCURSION



UNIVERSITY

Brandenburg University of Technology Cottbus-Senftenberg

DEPARTMENT

International Relations Office

b.tu

Brandenburg
University of Technology
Cottbus - Senftenberg

2 ACTIVITY PROFILE


2.3.1 CATEGORY: SHORT TRIP

Before we look at the characteristics of a short trip, we will explain the fields in the profile. The destination is written in capital letters in the top field. Directly in the table, a brief description of the excursion and its purpose are given in chronological order. The framework is set in the next line. Then, based on the last trip, information is given about the cost of the trip, the organisation, the individual activities and contacts. Below this, there is space to share your own experiences and tips. In the bottom line, dates of responsibility can be given for further enquiries or materials.

The main feature of short trips is that students do not have to take a whole day off. Most of the destinations are located on or near the university campus. This has the advantage that the excursions can take place during the week and do not have to be scheduled on weekends or Fridays. This makes both the organisation and the participation easier. Short trips can be, for example, a visit to the theatre, a city tour or a bike ride.

Table of contents


SHORT TRIPS



01.....	Location.....
02.....	Location.....
03.....	Location.....
04.....	Location.....
05.....	Location.....
06.....	Location.....
07.....	Location.....
08.....	Location.....
09.....	Location.....
10.....	Location.....
11.....	Location.....
12.....	Location.....
13.....	Location.....
14.....	Location.....
15.....	Location.....
16.....	Location.....
17.....	Location.....
18.....	Location.....
19.....	Location.....
20.....	Location.....
21.....	Location.....
22.....	Location.....
23.....	Location.....
24.....	Location.....
25.....	Location.....

1) Table of contents - Short trip

Short trip to



DESCRIPTION			
AIM	<ul style="list-style-type: none"> • • 		
FRAMEWORK	Transport options:	Max. attendance:	Chaperon:
REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input type="checkbox"/> no Date: Participants: Organisation: Transport:	Main program and required time: <ul style="list-style-type: none"> • • • 	
FINANCING REFERENCE	Income: € 0,00 <ul style="list-style-type: none"> • Participation fee: = in total: • Third-party fund: • Internal finance: 	Expenses: € 0,00 <ul style="list-style-type: none"> • Transport: • • 	
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> • Activity: • Contact: • Activity: • Contact: • Activity: • Contact: 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> • • • 		
RESPONSIBILITY	Department:	University:	

2) Activity profile - Short trip

Table of contents

SHORT TRIPS



01Play at the state theatre	Location..... Cottbus
02FilmFestival	Location..... Cottbus
03Movie nights	Location..... Cottbus
04Prison Memorial	Location..... Cottbus
05Fürst-Pückler-Park Branitz	Location..... Cottbus
06Build a rock	Location..... Cottbus
07Event in the town hall	Location..... Cottbus
08Cottbuser Ostsee	Location..... Cottbus
09Indoor swimming pool "Lagune"	Location..... Cottbus
10Zoo	Location..... Cottbus
11City rallye	Location..... Cottbus
12Guided city tour	Location..... Cottbus
13Snowtropolis	Location..... Senftenberg
14Bicycle tour - Lusatian lakeland	Location..... Senftenberg
15Stand-Up-Paddling on the lake	Location..... Senftenberg
16Slavic castle	Location..... Raddusch
17Tropical Island	Location..... Brand
18Muskau Park and castle	Location..... Bad Muskau
19Rakotzbrücke	Location..... Gablenz
20Neuzelle Abbey	Location..... Neuzelle
21Visitor Mine F60	Location..... Lichterfeld-Schacksdorf
22Spremberg dam and reservoir	Location..... Spremberg
23Museum of local history	Location..... Dissen-Striesow
24Paddle tour in the Spreewald	Location..... Lübbenau-Spreewald
25Bicycle tour to Burg	Location..... Burg-Spreewald

Short trip to

ADD DESTINATION



DESCRIPTION	Describe the excursion in a few words. In particular, give an overview of the destination and the individual programme points.		
AIM	<ul style="list-style-type: none"> Describe the aim of the excursion Describe the aim of the excursion 		
FRAMEWORK	Transport options: List the possible means of transport	Max. attendance: Enter number	Chaperon: Enter number
<u>Choose option</u> → REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input type="checkbox"/> no Date: Enter date Participants: Enter number Organisation: Enter name Transport: Enter chosen transport		Main program and required time: <ul style="list-style-type: none"> Programme point and duration Programme point and duration Programme point and duration Programme point and duration
<u>Calculates itself</u> → FINANCING REFERENCE	Income: € 0,00 <ul style="list-style-type: none"> Participation fee: Amount = in total: Amount Third-party funds: Amount Internal finance: Amount 		Expenses: € 0,00 <ul style="list-style-type: none"> Transport: Amount Further expenses: Amount Further expenses: Amount Further expenses: Amount
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> Activity: Describe the type of activity Contact: Enter Website/ Name/ E-Mail/ Phone number as contact information Activity: Describe the type of activity Contact: Enter Website/ Name/ E-Mail/ Phone number as contact information Activity: Describe the type of activity Contact: Enter Website/ Name/ E-Mail/ Phone number as contact information 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> Share your experience and give useful advice. What worked well? What problems did you encounter? Share your experience and give useful advice. What worked well? What problems did you encounter? Share your experience and give useful advice. What worked well? What problems did you encounter? 		
RESPONSIBILITY	Department: Enter name of department	University: Enter name of university	

Enter number from table of contents → 1

Short trip to

SENFTENBERG



DESCRIPTION	A bicycle tour of about 30 km is planned for the excursion. At the lighthouse there is time for water sports activities. A visit of the "Rostiger Nagel" is also in the program.		
AIM	<ul style="list-style-type: none"> • Get to know the surroundings of Cottbus through sporting activities • Meeting opportunity for international students 		
FRAMEWORK	Transport options: Train - RB49 to Senftenberg; Bike	Max. attendance: 20	Chaperon: 2
REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Date: May 19th, 2023 Participants: 20 Organisation: IRO Transport: Train, bike	Main program and required time: <ul style="list-style-type: none"> • Bike tour around the lake • Senftenberg marina • Rostiger Nagel (viewing tower) • Water sport 	
FINANCING REFERENCE	Income: € 400,00 <ul style="list-style-type: none"> • Participation fee: € 5,00 = in total: € 100,00 • Third-party funds: € 300,00 • Internal finance: € 0,00 	Expenses: € 400,00 <ul style="list-style-type: none"> • Transport: € 0,00 • Water sport € 400,00 • • 	
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> • Activity: Water sport (boat tour or Stand-Up-Paddling) Contact: OSTufer - Strandbar und Wassersport - www.ost-ufer.de • Activity: Bicycle tour - Lusatian Lakeland Contact: Bike rental - Fahrradhaus Pötschke: fahrradhaus-poetschke@gmx.de • Activity: Contact: 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> • Students are responsible for their own bicycles. Point out that they need a separate ticket on the train for the bikes or that they can rent it in Senftenberg. • Plan the tour flexibly and with several options. Exact times are difficult to keep. Ask in advance if they would like to travel both ways together. • Packing List: Towel, swimwear or change of clothes, sunscreen, water bottle, snacks/ lunch, train ticket. 		
RESPONSIBILITY	Department: International Relations Office	University: BTU Cottbus-Senftenberg	


2 ACTIVITY PROFILE

2.3.2 CATEGORY: DAY TRIP

Unlike short trips, day trips require full days. Fridays and weekends are particularly suitable. After checking the timetable, it is preferable to try to arrange the trips on Fridays, as otherwise there will be an increased need for permission due to weekend work, and it is also better to avoid weekend work for the staff. The advantage of day trips is flexibility in planning. Both the aim of the planning and the individual items on the programme can be individually designed and expanded. However, it is always advisable to choose destinations within a radius of 2.5 hours, otherwise the ratio of travel time to stay time is not balanced. Experience has shown that day trips are very popular if they are announced well in advance, as students can easily plan a day and enjoy the opportunity to see new places in a guided group that they would not see during their normal university life. Possible day trips could be, for example, a city trip with a guided city tour and a visit of a museum, or a longer walking or cycling tour.

Table of contents


DAY TRIPS



01.....	Kind of trip.....
02.....	Kind of trip.....
03.....	Kind of trip.....
04.....	Kind of trip.....
05.....	Kind of trip.....
06.....	Kind of trip.....
07.....	Kind of trip.....
08.....	Kind of trip.....
09.....	Kind of trip.....
10.....	Kind of trip.....
11.....	Kind of trip.....
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19.....	Kind of trip.....
20.....	Kind of trip.....
21.....	Kind of trip.....
22.....	Kind of trip.....
23.....	Kind of trip.....
24.....	Kind of trip.....
25.....	Kind of trip.....

1) Table of contents - Day trip

Day trip to



DESCRIPTION			
AIM	<ul style="list-style-type: none"> • • 		
FRAMEWORK	Transport options:	Max. attendance:	Chaperon:
REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input type="checkbox"/> no Date: Participants: Organisation: Transport:	Main program and required time: <ul style="list-style-type: none"> • • • • 	
FINANCING REFERENCE	Income: € 0,00 <ul style="list-style-type: none"> • Participation fee: • = in total: • Third-party fund: • Internal finance: 	Expenses: € 0,00 <ul style="list-style-type: none"> • Transport: • • • 	
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> • Activity: • Contact: • Activity: • Contact: • Activity: • Contact: 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> • • • 		
RESPONSIBILITY	Department:	University:	

2) Activity profile - Day trip

Day trip to

LEIPZIG



DESCRIPTION	Through the city trip to Leipzig, the students gain an insight into Saxon as well as German history and experience various aspects of European culture.		
AIM	<ul style="list-style-type: none"> • Examination of German culture and history • Opportunity to meet and get to know each other 		
FRAMEWORK	Transport options: Train - RE10 Cottbus to Leipzig	Max. attendance: 40	Chaperon: 2
REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Date: November 11, 2022 Participants: 38 Organisation: IRO Transport: by train	Main program and required time: <ul style="list-style-type: none"> • Old City Tour - 1.5 hr • Monument - 1 hr • Contemporary history - 1 hr • Free time to explore - 0.5 hr 	
FINANCING REFERENCE	Income: € 709,00 <ul style="list-style-type: none"> • Participation fee: € 7,00 = in total: € 280,00 • Third-party funds: € 429,00 • Internal finance: € 0,00 	Expenses: € 709,00 <ul style="list-style-type: none"> • Transport: € 489,00 • Guided City Tour € 220,00 • • 	
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> • Activity: Forum of Contemporary History Contact: www.leipzig-erleben.com/ E-mail: info@leipzig-erleben.com • Activity: Old City Tour with a guide Contact: www.hdg.de/zeitgeschichtliches-forum • Activity: Zoo Leipzig Contact: www.zoo-leipzig.de 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> • Round trip by train: meet early, otherwise it will be tight with the participant list and ticket distribution. • Include free time that students are able to explore the city on their own. Plan a time buffer for the program point afterwards, as delays are to be expected. • Plan city tour early to get an English-speaking city guide. 		
RESPONSIBILITY	Department: International Relations Office	University: BTU Cottbus-Senftenberg	


2 ACTIVITY PROFILE

2.3.3 CATEGORY: MULTI-DAY TRIP

Multi-day trips are generally only possible at weekends or on public holidays. They are therefore the exception rather than the rule, as they are more complex to organise and more expensive due to the cost of accommodation and meals. In order to keep the price down for the students, funding from third parties is mandatory. It is also important to note that above a certain amount of money, procurement procedures have to be carried out, which are very bureaucratic and time-consuming. A particular advantage of multi-day trips is the group dynamic that results from intensive contact over several days. For the students, this results in potential new friendships and for the staff, new knowledge can be gained through direct interaction with the students. This is a good opportunity for feedback and possible adjustments, especially in terms of needs, structures and provision. City tours are recommended for trips of several days, as the cultural aspects are guaranteed and accommodation is easier to organise. City tours can be combined with nature trips.

Table of contents


MULTI-DAY TRIPS



01.....	Kind of trip.....
02.....	Kind of trip.....
03.....	Kind of trip.....
04.....	Kind of trip.....
05.....	Kind of trip.....
06.....	Kind of trip.....
07.....	Kind of trip.....
08.....	Kind of trip.....
09.....	Kind of trip.....
10.....	Kind of trip.....
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16.....	Kind of trip.....
17.....	Kind of trip.....
18.....	Kind of trip.....
19.....	Kind of trip.....
20.....	Kind of trip.....
21.....	Kind of trip.....
22.....	Kind of trip.....
23.....	Kind of trip.....
24.....	Kind of trip.....
25.....	Kind of trip.....

1) Table of contents - Multi-day trip

Day trip to



DESCRIPTION			
AIM	<ul style="list-style-type: none"> • • 		
FRAMEWORK	Transport options:	Max. attendance:	Chaperon:
REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input type="checkbox"/> no Date: Participants: Organisation: Transport:	Main program and required time: <ul style="list-style-type: none"> • • • 	
FINANCING REFERENCE	Income: € 0,00 <ul style="list-style-type: none"> • Participation fee: = in total: • Third-party fund: • Internal finance: 	Expenses: € 0,00 <ul style="list-style-type: none"> • Transport: • • 	
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> • Activity: • Contact: • Activity: • Contact: • Activity: • Contact: 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> • • • 		
RESPONSIBILITY	Department:	University:	

2) Activity profile - Multi-day trip

Multi-day trip to THURINGIA



DESCRIPTION	The excursion to Thuringia is a weekend trip to the cities of Weimar and Erfurt. On the way there will be a cultural programme that refers to German history.		
AIM	<ul style="list-style-type: none"> • Examination of German culture and history • Networking of international students through a multi-day excursion 		
FRAMEWORK	Transport options: Train; Private bus company	Max. attendance: 40	Chaperon: 4
REFERENCE LAST TRIP	Mandatory: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Date: May 18-19, 2019 Participants: 44 Organisation: IRO Transport: by bus	Main program and required time: <ul style="list-style-type: none"> • Wartburg - 1.5 hrs • Guided city tour Erfurt - 2 hrs • Buchenwald guided tour - 2 hrs • Museum Night Weimar - 5 hrs 	
FINANCING REFERENCE	Income: € 4.276,00 <ul style="list-style-type: none"> • Participation fee: € 27,00 = in total: € 1.080,00 • Third-party funds: € 3.196,00 • Internal finance: € 0,00 	Expenses: € 4.276,00 <ul style="list-style-type: none"> • Transport: € 1.900,00 • Accommodation: € 1.478,00 • Entrance fees: € 724,00 • Guided City tour: € 174,00 	
WHERE TO GO/ THINGS TO DO	<ul style="list-style-type: none"> • Activity: Visit of the Wartburg in Eisenach Contact: www.wartburg.de, E-mail: besucherservice@wartburg.de • Activity: Guided city tour through Erfurt Contact: EVE Tourist & Office, E-mail: service@eve-group.de • Activity: Buchenwald Memorial (Concentration camp) Contact: www.buchenwald.de, E-mail: information@buchenwald.de 		
EXPERIENCE/ GOOD TO KNOW	<ul style="list-style-type: none"> • Start planning and registering for the excursion in good time. Be aware of the need for an procurement procedure from 1000€. • Include free time that students are able to explore the cities on their own. Plan a time buffer for the programme point afterwards, as delays are to be expected. • Think about transportation. A bus can save time and help you reach destinations along the way. Be aware of additional charges for parking. 		
RESPONSIBILITY	Department: International Relations Office	University: BTU Cottbus-Senftenberg	

3 EVENT CALENDAR AND REGISTRATION

3.1 DESCRIPTION AND STRUCTURE

The calendar of events serves as a template that can be used internally for planning as well as sent to students or uploaded to the website. As it is difficult to use interactive Google calendars, especially at the BTU, or the integration of interactive calendars has to fit into the website system, the template is a well adaptable alternative. The calendar can be filled in and uploaded at the beginning of each semester and updated as changes occur. The calendar is one A4 page, but can be duplicated to fit the number of events you have. Most of the page is taken up by the calendar table. This consists of three columns - one for the date of the event, one for the title and short description of the event, and the last for registration.

3.2 TEMPLATE EVENT CALENDAR

The title of the event calendar is entered in the top grey field. The line below is reserved for the semester for which the calendar is intended. A period or month can also be entered here, depending on the use. The main part of the page is the table. All the events can be listed chronologically in each row. Clicking on the date field will display a calendar from which the date can be selected. For the name of the event, it is advisable to write the title in capital letters. In the „Registration“ column, you can enter either a place and date, an email address or a link. For example, it would be a good idea to create a LimeSurvey for people to take part in and include this link. This reduces the registration effort that would be required for individual emails or in-person registrations. To create a survey with LimeSurvey, download the benchmarking tool. Next to the event table there are three placeholders for photos. Make sure you use a vertical image format and good quality. You can use the pictures to give an impression of the trips and to highlight the information graphically. Below the table, there is a space for an e-mail address for specific enquiries. Below the table there are fields for information about the university, the area and the funding.




Calendar

TITLE OF CALENDAR

ADD SEMESTER AND YEAR



Add date →

DATE	EVENT	REGISTRATION	
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	 Add picture
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	 Add picture
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	 Add picture
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	
17/07/2023	TITLE OF THE EVENT Add short description.	- Registration link - Registration deadline	

If you have any questions send an E-Mail to: Add email address for questions

UNIVERSITY: Enter name of your university

DEPARTMENT: Enter name of your department

FINANCED BY: Enter name of sponsor



Add university logo

Calendar IRO EVENTS

SUMMER SEMESTER 2022



DATE	EVENT	REGISTRATION	
14/04/2022	CITY RALLYE Short trip in Cottbus	Mail to: studentsactivities@b-tu.de	
21/04/2022	GERMAN CULTURE SEMINAR Seminar at the university	Registration	
07/05/2022	EXCURSION ERFURT Day trip to Erfurt	Follow the link below! Until: 19 April 2022	
13/05/2022	PRISON MEMORIAL Short trip in Cottbus	Follow the link below! Until: 19 April 2022	
20/05/2022	BICYCLE TOUR Day trip to Lusatian Lakeland	Follow the link below! Until: 19 April 2022	
26/05/2022	NAPALESE CULTURE NIGHT Event in Cottbus (quasiMONO)	without registration	
03/06/2022	HIKING TOUR Day trip to Saxony Switzerland	Follow the link below! Until: 19 April 2022	
19/06/2022	COTTBUS OPEN Event in Cottbus	without registration	
01/07/2022	CRICKET MATCH Event at the University	Mail to: studentsactivities@b-tu.de	
14/08/2022	EXCURSION LEIPZIG Day trip to Leipzig	Follow the link below! Until: 19 April 2022	

If you have any questions send an E-Mail to: studentactivities@b-tu.de

UNIVERSITY: Brandenburg University of Technology Cottbus-Senftenberg

DEPARTMENT: International Relations Office

FINANCED BY: STIBET I - Funds of the Federal Foreign Office

4 INFORMATION SHEET FOR STUDENTS

4.1 TEMPLATE LIST OF PARTICIPANTS

You can use the participant list to keep track of all the participants' data. You can either take the list to the field trip and have the participants fill it out, or, ideally, you can query the fields in LimeSurvey and digitally enter them directly into the spreadsheet. Then all they have to do is sign the form.

LIST OF PARTICIPANTS - Date: 17/07/2023 - Excursion to Destination
Participation share: € 5,00 Your signature is binding, the fee cannot be refunded.

No.	Last name, first name	Nationality	F/M/D	Matriculation No.	Tour in English?	E-Mail	Signature
1	Doe, John	german	M	3666666	Yes	john.doe@b-tu.de	
2			/		/		
3			/		/		
4			/		/		
5			/		/		
6			/		/		
7			/		/		
8			/		/		

The processing of data necessary for the realisation of the excursion. This list is a proof of the realisation of the excursion and has to be processed due to public procurement regulations.

Financed by funding of the Federal Foreign Office (AA).

4.2 TEMPLATE INFORMATION SHEET FOR STUDENTS

The information sheet is filled in individually for each excursion and contains all the important information for the excursion. The destination of the trip is entered in the top grey box. On the left hand side there is a template for a timetable, consisting of the time and the item on the programme. At the top of the right column is a field for the day of the week and the date of the event. Below this is a placeholder for a photo. This is followed by the 'Don't forget' box. This is where you can enter any important notes or a packing list for the students. At the bottom of the column you can add your contact details and your university's logo.

Excursion to

ADD DESTINATION

Dear students,

It is a great pleasure that you will participate in the excursion. We are looking forward to this excursion and would like to give you a short overview of the program.

Date

WEEKDAY,
DATE

- SCHEDULE -

TIME	PLAN
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.
add time	Give specific details about the programme point or activity.



Add picture

Please don't forget:

Give useful advice on what students should bring to the excursion. A packing list in bullet points is sufficient.

Contact:

Enter contact details
(department and university)



Add picture

If you have any questions send an E-Mail to: Add email address for questions

Excursion to LEIPZIG



Dear students,

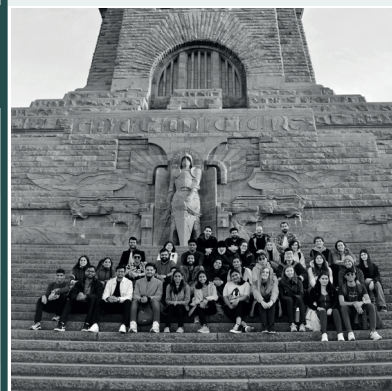
It is a great pleasure that you will participate in the excursion. We are looking forward to this excursion and would like to give you a short overview of the program.

- SCHEDULE -

TIME	PLAN
08:30 am	MEETING POINT Meeting in the Foyer of Cottbus main station
09:05 am	DEPARTURE COTTBUS RE10 to Leipzig Hbf, Platform 6 expected
11:30 am	GUIDED CITY TOUR Walk together to meeting point
01:00 pm	LUNCH BREAK Don't forget to bring something to eat and drink
01:45 pm	MONUMENT TO THE BATTLE OF THE NATIONS Meeting point at Augustusplatz
02:30 pm	FREE TIME Free time to explore the city
03:30 pm	FORUM OF CONTEMPORARY HISTORY Meeting point at Augustusplatz
05:12 pm	DEPARTURE LEIPZIG RE10 to Cottbus Hbf, Platform 9 expected
06:55 pm	ARRIVAL COTTBUS Arrival at Cottbus main station, Platform 6

Date

**FRIDAY,
NOVEMBER 11, 2022**



Please don't forget:

- Semester ticket
- Comfortable shoes & clothing
- Food/ some money for lunch
- Drink
- Be on time!
- Find out in advance what you want to see in your free time

Contact:

International Relations Office
BTU Cottbus-Senftenberg

b-tu Brandenburg
University of Technology
Cottbus - Senftenberg

If you have any questions send an E-Mail to: studentactivities@b-tu.de