

## Application and checklist sustainability certificate

Name:

I request that the sustainability certificate be granted in my name. I have read the information on p.2, completed all the required steps and uploaded the following documents:

### Component I

- Completed course list
- Transcript of records

If applicable:

- Evidence of other completed courses, if these are not listed on the transcript of records
- Document for the certification of sustainability components of a course by the lecturer, if no credit points are specified for these in the course list (according to the template)
- Evidence of successful participation in the course 'Challenges of Sustainable Development: Interdisciplinary Project Seminar', if not apparent in the transcript of records
- Description of courses not listed on the course list but submitted for courses

### Component II

- Evidence of successful participation on the course 'Engagement in university policy and civil society contexts' via transcript of records *or* separately

### Component III

- Bachelor thesis (alternatively executive summary) and first report  
*or*
- Evidence of practical experience

### Component IV

- Reflection on programme participation and skill development (based on the questions)

Date:

Signature:

## Important information:

### 1. List of courses:

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- Please write your name etc. on the cover sheet.  
Please fill in the course list by entering the number of credit points for all courses you have completed. For some courses there are no credit points on the list. In these courses, the number of points credited for the certificate depends on the specific specialization or your specific project topic. In addition to the evidence on your transcript of records, the form 'Crediting lecturer' is required, which you must have filled out and signed by the lecturer. A credit for these courses is only possible with verification. Enter the number of credit points on the course list in the same way as the lecturer has indicated on the form.●  
Please make sure that you select the course you have completed in the correct semester. If you have taken courses related to sustainability that do not appear in the
- list or were completed at another university, please upload the relevant certificates including course descriptions separately to S.A.M..
- In addition, please enter the course in the module list in one of the blank fields at the end of the list of the corresponding semester. Crediting will be checked and cannot be guaranteed in general.  
If you have any questions about credit transfer in advance, please contact [nachhaltigkeit@hwr-berlin.de](mailto:nachhaltigkeit@hwr-berlin.de).

### 2. Transcript of records

- Please upload a separate record for all courses not listed in your S.A.M. transcript of records, that you would like to include in the certificate. Please make sure that the two
- courses 'Challenges of Sustainable Development: Interdisciplinary Project Seminar' and 'Engagement in University Policy and civil society contexts' are listed on your transcript of records from S.A.M. and, if not submit proof of your successful participation separately.

### 3. Bachelor thesis

- In order to receive the certificate with an academic specialization, the topic of your thesis must have a focus on sustainability.
- If you have any concerns about submitting your thesis, for example due to a restriction notice to submit your thesis, please contact [nachhaltigkeit@hwr-berlin.de](mailto:nachhaltigkeit@hwr-berlin.de).

### 4. Evidence of practical experience

- Practical experience must be proven in written form. Proof can be, for example an employer's reference or an informal confirmation from the employer. It is important
- that the written proof indicates the sustainability reference, the period of time and the the scope can be seen from the proof and that a superior signs it.

### 5. Letter of reflection

- Please use the guiding questions provided and limit your explanations to a maximum of 2000 words.

As at: september 2023