

## Frequently Asked Questions

### 1. Who can complete the NAO?

The cross-curricular study programme is open to all students enrolled at Otto von Guericke University.

### 2. Are there any entry requirements?

No, there isn't.

### 3. Do I have to submit an application beforehand?

No, you don't need to.

### 4. How many courses do I have to attend to complete the certificate?

At least one course must be taken in each module area. A total of at least 20 credit points must be collected.



Grundlagen einer  
Nachhaltigen Entwicklung  
Fundamentals of sustainable development



Wirtschaft und Technik  
Economy and Technology



Politik und Gesellschaft  
Politics and society

### 5. Which courses can I attend?

At the beginning of each semester, a NAO course catalogue is published in which all courses that are open to the NAO can be viewed. The allocation of these to the module areas can also be found here.

### 6. What happens if I can't get into the courses?

All lecturers voluntarily open their courses to students from outside the degree programme or faculty who wish to complete the NAO - they are also free to set a maximum number of these students. In this case, known limitation mechanisms apply. In such a case, alternative courses must be used. Students who wish to attend a course for the purpose of obtaining the NAO are not entitled to admission, as this is a voluntary and cross-curricular offer.

### 7. In what time do I have to collect the CP?

It is possible to take the modules for the sustainability certificate across semesters. It is recommended that the sustainability certificate be completed in a maximum of three semesters.

### 8. Is there a final examination?

No, if the specified credit points have been collected, the sustainability certificate is deemed to have been passed.

### 9. Is the NAO graded?

If the courses attended were graded, this grade will also appear on the certificate document. However, no overall grade is calculated.

#### 10. Can the NAO also be completed in English?

If courses from the NAO catalogue are offered in English, these can of course be taken, but the focus of the offer is not on one language. There is currently no separate programme in English.

#### 11. What advantages does the NAO have for applications?

Sustainable development topics are now in demand in all branches of business and research. Whether you are aiming for a career in the field of renewable energies or want to apply for a corporate social responsibility position - by completing our sustainability certificate, you can set a clear focus in your studies and distinguish yourself with regard to future career paths.

#### 12. Is the NAO associated with costs?

No, if you are properly enrolled, you will not incur any further costs.

#### 13. Is the NAO for Bachelor's and Master's students?

Yes, the cross-curricular programme is aimed at all students and courses are offered at Bachelor's and Master's level. It is recommended that you attend courses at your own academic level. In individual cases, other courses can also be attended if the lecturer allows this.

#### 14. Can I also attend courses at a different level?

The following applies to Bachelor's students: In principle, it is possible to attend courses at a different level for the NAO. However, these can then only be credited for the NAO, but not for the curriculum of their own degree programme and must be booked as additional work. Exceptions to this are lecture series and courses that are prescribed for the curriculum according to the examination regulations applicable to the students.

The following applies to Master's students: In principle, it is also possible to attend courses at a different level for the NAO. However, these can then only be credited for the NAO, but not for the curriculum of your own degree programme and must be booked as additional work. An exception to this are lecture series and courses (especially in the optional area) that are prescribed for the curriculum according to the examination regulations applicable to the students.

#### 15. Is the NAO visible in the official transcript?

No, the certificate is issued separately and can be attached to the degree certificate when applying for a job.

#### 16. Is there a recommended order of the courses to be completed for the NAO?

There are no requirements, but we recommend attending the foundation course first or in parallel to other courses.

#### 17. Can past courses that have already been completed be recognised?

Yes, past courses can be credited if they are recognised by the NAO Scientific Advisory Board; this requires an individual assessment. If you think you already have all the courses together, submit an application for the NAO to be issued; if you have general questions, contact the coordinator with a specific question and send a transcript.

### 18. Can courses from my semester abroad be recognised for the NAO?

In principle, only courses that have been catalogued and reviewed by the NAO Scientific Advisory Board can be credited. Special cases are not excluded, please get in touch with the contact persons.

### 19. How do I get my certificate?

As soon as you have completed all the required services, you can submit an **application for the certificate** to the NAO coordination centre. Your documents will then be checked and you will be issued with the certificate, which you can either collect or have sent to you pre-paid.

For this you will need proof of your achievements (from your curriculum: official **transcript of records** / for non-subject-related courses: confirmation of module completions). You can find guidelines for this and all forms on the homepage in the download area.

### 20. Who can I contact if I have further questions?

The NAO is organised and implemented by the Chair of Political Science with a focus on sustainable development. The academic director of the programme is Prof. Dr. Michael Böcher. If you have any questions, please get in touch with the contact person:

*Juliana Hilf, M.Sc. / M.A.: [juliana.hilf@ovgu.de](mailto:juliana.hilf@ovgu.de) / Tel.: +49 391 67 56673*