Master of Science Program
Electrical Engineering, Information Technology and Computer Engineering

Major Field of Study: Communications Engineering

Information for Students

Winter Semester 2017/18
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General Information

Note: In the winter semester 2010/11, the former international Master program Communications Engineering was integrated into the Master course in Electrical Engineering, Information Technology, and Computer Engineering as a major field of study. However, for the sake of shortness, in this brochure, we will still refer to it as Master program Communications Engineering.

On our homepage, you will find the latest updates and information:
www.ce.rwth-aachen.de

Contact Persons

Faculty Master Program Representative
Ms. Heike Hagena
Fakultät für Elektrotechnik und Informationstechnik
(Faculty of Electrical Engineering and Information Technology)
2nd floor
Mies-van-der-Rohe Str. 15
52074 Aachen
Phone: +49 241 80 27546
Email: ce-info@rwth-aachen.de

Program Coordinator M.Sc. Communications Engineering
The program coordinator is responsible for all questions concerning study regulations and lectures. You can also contact him if you are in trouble with the teaching staff and for course-related questions. His address is:

Johannes Fabry & Stefan Liebich
Phone: +49 241 80 26974
Email: ce-coordinator@rwth-aachen.de
Institut für Kommunikationssysteme
Muffeter Weg 3a
52074 Aachen

Professor / Teacher
The professors will give the lectures and explain the details of their subjects. You are, of course, generally allowed to ask questions. However, you are not expected to understand everything without thoroughly revising the topics of the lecture. Additional books are recommended and available in the library. In an oral exam, the professors will ask you the questions, and not the other way round.

Exercise Supervisor / Teaching Assistant
The teaching assistants supervise your exercise sessions and will answer all your questions related to the subjects. You may discuss things with them during the exercise or visit them in their office hours for additional questions. The supervisors will generally assist the professor concerning written exams. Most exams have a bigger calculation portion than oral exam, so you should practice calculating for these!
International Office
The International Office takes care of international students and guest academics. It offers general advice on studies/study problems, financial advice, assistance with legal matters concerning international students, support in case of general (social/personal) difficulties, etc.

Inside the International Office, the Department of Admissions is responsible for formal admission and enrolment. Your contact person here is

Janine Muth
International Office/ Zugang internationaler Studierender
Gebäude Super C
Room 5.28
Templergraben 57
52062 Aachen
Email: Janine.muth@rwth-aachen.de

The Info-Service Center (ISC) of the International Office will try to make your relocation process to Aachen as comfortable as possible; the staff of the ICS will assist you with relocation (visa, travel preparation, etc.), accommodation (registration, rental agreements, tax issues), family related issues, social activities (excursions, sightseeing, orientation in Aachen, etc.), and insurances (health insurances and others). You can find more information on the ICS at: http://www.rwth-aachen.de → search for Info Service Center

International Office/ Info-Service Center
Gebäude Super C
Room 329
Templergraben 57
52062 Aachen
Email: international@rwth-aachen.de
Tel.: +49 (0)241 8090660
Fax: +49 (0)241 8092662
Office hours: Monday, Tuesday, Thursday, Friday 9:30 am - 12:30 pm
Wednesday 9:30 am - 4:00 pm

ZPA/Prüfungsausschuss/Studierendensekretariat
When dealing with University administration, it helps not to confuse the following offices/institutions:

Studierendensekretariat = Student Affairs Office
The Student Affairs Office is responsible for the admission, enrolment and change of the course of studies of German applicants. For foreign students, the Student Affairs Office is also of importance, because it is in charge of the re-enrolment procedure, applications for leave of absence, and removal from the register of students.

Contact:
Visitor's Address: Super C
Templergraben 57
52062 Aachen
Office Hours: Mo, Tue, Th, Fri: 09:00 am - 12:30 pm
Wed: 01:00 pm - 04:00 pm
Phone: +49 241 80 94214
Fax: +49 241 80 92380
Email: StudSek@zhv.rwth-aachen.de
Zentrales Prüfungsamt (ZPA) = Central Examination Office

The Central Examination Office is the administrative body of the Prüfungsausschuss (examination board, see below). It organizes exams and is concerned with final dissertations and theses. Usually students have to register for their exams at the ZPA. This is done via the virtual ZPA in the CAMPUS Office system, which is explained in detail later. You will have to register for your Master thesis at the ZPA. The Central Examination Office also holds a database of your results and an overall view of results; it certifies student status, issues transcripts for students wishing to transfer to another university, for scholarship holders and scholarship applicants, issues transcripts for students needing a certificate for studies history "Studienverlaufsbescheinigung", and issues final degree certificates.

Contact:
Visitor's Address: Super C
Templergraben 57
52062 Aachen
Postal Address: RWTH Aachen
Zentrales Prüfungsamt 1.3
52056 Aachen
Office Hours: Mo, Tue, Th, Fr: 10:00 am - 12:30 pm
Wed: 01:00 pm - 04:00 pm
Your contact person: Kristina Castro Sancho
kristina.castro-sancho@zhv.rwth-aachen.de
0241 80-94335
SuperC 2.22

Prüfungsausschuss = Examination Board

The examination board of the faculty of Electrical Engineering and Information Technology is responsible for the organisation of the examinations. It ensures that the stipulations of the Examination Rules (Masterprüfungsordnung) are adhered to. The examination board decides on individual appeals regarding the examination procedure.

Contact:
Visitor's Address: Mies-van-der-Rohe Straße 15
52074 Aachen
Postal Address: RWTH Aachen
Fakultät für Elektrotechnik und Informatietechnik FB 6
Prüfungsausschuss
Mies-van-der-Rohe Straße 15
52074 Aachen
Office Hours: on appointment
Phone: +49 241 80 27545
Fax: +49 241 80 22343
Email: pruefungsausschuss@fb6.rwth-aachen.de
## Dates in winter semester 2017 / 2018

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 27, 2017</td>
<td>Information Event with Coordinator</td>
</tr>
<tr>
<td>October 01, 2017 - March 31, 2018</td>
<td>Winter Semester 2016 / 2017</td>
</tr>
<tr>
<td>October 09, 2017 - February 02, 2018</td>
<td>Lecture period</td>
</tr>
<tr>
<td>November 10, 2017</td>
<td>Deadline for Exam registration in Campus</td>
</tr>
<tr>
<td>February - April 2018</td>
<td>Examination period*</td>
</tr>
<tr>
<td>January – March, 2018</td>
<td>Re-enrolment period for Summer Semester 2018**</td>
</tr>
</tbody>
</table>

### Breaks and Holidays
- **October 31, 2017**: Reformation Day
- **November 01, 2017**: All Saint's Day (Allerheiligen)
- **December 25, 2017 - January 5, 2018**: Christmas Break (Weihnachtsferien)
- **February 12, 2018**: Carnival (Rosenmontag)

*You have to register for the exams on the Campus Office system (explained later in this handout).

**Every student has to re-enrol for the next semester. If you do not re-enrol, you cannot finish your Master studies. All students will get a letter in time from the office for student affairs (Studentensekretariat) explaining the procedure of re-enrolment. Normally re-enrolment is done by transferring the social contribution for the new semester during the re-enrolment period.

## Dates in summer semester 2018

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 01, 2018 - September 30, 2018</td>
<td>Summer Semester 2017</td>
</tr>
<tr>
<td>April 18, 2018 – July 28, 2018</td>
<td>Lecture period</td>
</tr>
<tr>
<td>June 02, 2018</td>
<td>Deadline for Exam registration in Campus</td>
</tr>
<tr>
<td>July – October 2018</td>
<td>Examination period</td>
</tr>
</tbody>
</table>

### Breaks and Holidays
- **March 30, 2018**: Good Friday (Karfreitag)
- **April 02, 2018**: Easter Monday (Ostermontag)
- **May 01, 2018**: Labour Day (Tag der Arbeit)
- **May 25, 2018**: Ascension Day (Christi Himmelfahrt)
- **June 05 – 09, 2018**: Whitsun Break (Pfingsten, excursion week)
- **June 15, 2018**: Corpus Christi (Fronleichnam)

### Grades

The German grades are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Excellent / sehr gut</td>
</tr>
<tr>
<td>1.3</td>
<td>very good / gut</td>
</tr>
<tr>
<td>1.7</td>
<td>Satisfactory / befriedigend</td>
</tr>
<tr>
<td>2.0</td>
<td>Sufficient / ausreichend</td>
</tr>
<tr>
<td>2.3</td>
<td>Failed / nicht bestanden</td>
</tr>
</tbody>
</table>

In all examinations students must achieve a grade of 4.0 or better to get the credit points for the course. For the compulsory courses it is not possible to compensate a failed course by another course passed.

Grades are not rounded off module wise. Only the final grade is rounded off. CGPA better than 1.39 in combination with a 1.0 in the thesis is indicated as ‘Auszeichnung’ (distinction) and CGPA better than 1.59 is ‘sehr gut’ in your final certificate. The CGPA is calculated by weighting each module grade with the corresponding credits.
Course of Studies

Regulations for Examinations
This section is a short overview of the official examination rules of the Master of Science Program Electrical Engineering, Information Technology and Computer Engineering. However, for binding information it is referred to the following webpage of the faculty:

http://www.elektrotechnik.rwth-aachen.de/

⇒ Academics
⇒ Master of Science
⇒ ET, IT, TI
⇒ Downloads

To get the Master degree the following requirements have to be fulfilled. The subjects can be done in any order.

- 36 CP (graded) compulsory elective subjects
  - 12-20 CP for subjects from WPA
  - 8-16 CP for subjects from WPB
  - 8 CP for subjects from WPC
- 8 CP (graded) elective subjects from the catalog WAHL. WAHL includes all subjects from our faculty (Fachbereich 6), and therefore also WPA and WPB if you want to take more subjects from these catalogs.
- 8 CP (ungraded) labs, seminars and projects:
  - 4 CP for a laboratory or project from "PRAKTIKA und PROJEKTE“ from the catalog “Communications Engineering”
  - 4 CP for one seminar from "SEMINARE“ from our faculty
- 16 CP (ungraded) additional qualifications:
  - 9 CP from passing the mandatory DSM exam in German language
  - More language courses from the RWTH Language Center
  - Max. 8 CP for laboratories or projects from "PRAKTIKA und PROJEKTE“ from our faculty
  - Max. 4 CP for one more seminar "SEMINARE“ from our faculty
  - Passing ungraded exams from WPA, WPB or WAHL (Leistungsnachweis)
  - Subjects from the catalog “BLO/ZUS”
  - Credits from subjects from other faculties from RWTH Aachen University.
- 22 CP for the internship
  - 18 CP for 18 weeks of internship
  - 4 CP for the seminar to the internship semester
- 30 CP for you Master thesis and the final presentation. The master thesis can be started when 60 CP have already been gained.

This sums up to 120 CP for the Master degree.

Study Plan
The following table is one possible solution to distribute the subjects in four semesters. Please note, this is only one possible solution, there are many others. You just have to get the credits as described above.

<table>
<thead>
<tr>
<th>Study plan</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>September before winter semester</td>
<td></td>
</tr>
<tr>
<td>Language course (A1.1) (ZUS)</td>
<td>3</td>
</tr>
<tr>
<td>1st Semester</td>
<td></td>
</tr>
</tbody>
</table>
## Language course (A1.2) (ZUS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language course (A1.2) (ZUS)</td>
<td>3</td>
</tr>
<tr>
<td>4 courses from the subject catalog WPC</td>
<td>8</td>
</tr>
<tr>
<td>2 courses from the subject catalogs WPA, WPB</td>
<td>8</td>
</tr>
<tr>
<td>1 elective course (WAHL, graded)</td>
<td>4</td>
</tr>
<tr>
<td>1 elective course (WAHL/BLO/ZUS, ungraded)</td>
<td>4</td>
</tr>
<tr>
<td>1 laboratory, seminar or project</td>
<td>4</td>
</tr>
<tr>
<td>Language course (A2.1) (ZUS) (Intensive in March)</td>
<td>3</td>
</tr>
</tbody>
</table>

### 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language course (A2.2/DSM) (ZUS)</td>
<td>3</td>
</tr>
<tr>
<td>5 courses from the subject catalogs WPA, WPB</td>
<td>20</td>
</tr>
<tr>
<td>1 elective course (WAHL, graded)</td>
<td>4</td>
</tr>
<tr>
<td>1 elective course (WAHL/BLO/ZUS, ungraded)</td>
<td>4</td>
</tr>
<tr>
<td>1 laboratory, seminar or project</td>
<td>4</td>
</tr>
</tbody>
</table>

### 3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial internship (&gt;= 18 weeks)</td>
<td>18</td>
</tr>
<tr>
<td>Some stuff that didn't fit in the first 2 semesters :-)</td>
<td></td>
</tr>
</tbody>
</table>

### 4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master thesis</td>
<td>30</td>
</tr>
<tr>
<td>Seminar on the internship</td>
<td>4</td>
</tr>
<tr>
<td>Master thesis presentation and defense</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

## Subject Catalog

### WPA:
Choose from the following catalog (12-20 CP, each subject has 4 CP per semester):
- Forward Error Correction and Digital Modulation (IKS)
- Mobile Radio Networks 1 or 1+2 (iNETS)
- Estimation and Detection Theory (ICE)
- Algorithm Design of Digital Receivers (ICE)
- Ad-Hoc Networks: Architectures and Protocols (iNETS)
- Signal Processing in Multi-Antenna (MIMO) Communication Systems (ICE)
- Advanced Topics in Signal Processing and Communication (IENT)
- Principles and Architectures of Cognitive Radio (iNETS)

### WPB:
Choose from the following catalog (8-16 CP, each subject has 4 CP per semester):
- Multimedia Communication Systems 1 or 1+2 (IENT)
- Advanced Methods of Cryptography (TI)
- Acoustic Virtual Reality (ITA)
- DSP Design Methodologies and Tools (ICE)
- Electronic Noise in Devices and Circuits (ITHE)
- Antenna Engineering (IHF)
- High Frequency Electronics (HFE)
- Radar Systems (HFE)
- Fundamentals of Big Data Analytics (TI)
- Optical Telecommunications 1: Devices (IPH)
- Optical Telecommunications 2: Systems (IPH)
WPC:
Compulsory catalog (8 CP, each subject has 2 CP per semester):
- Signals, Systems and Communication (IENT)
- Information Theory and Source Coding (IKS)
- Communication Protocols (iNETS)
- Radio Frequency Systems (IAS)

WAHL:
This catalog contains all lectures in our faculty, also including the catalogs WPA, WPB and WPC. All subjects of the WAHL catalog can be found in the campus system at www.campus.rwth-aachen.de and on the website www.ce.rwth-aachen.de

Registering for subjects

Lectures and graded subjects

You have to register for lectures and for exams separately. These registrations are two independent processes. You register for a lecture to get access to the e-learning portal L2P, for the lecturer to know how many people there are and to get access to additional material.
For the exam you have to register in Campus Office independently of your registration to a subject. Anything you do (register, cancel...) before the second last Friday in November (for exams in spring) does not have any effect. What is important is your registration status at that specific Friday.
For subjects in the summer semester (SS) the deadline is the second last Friday in May.

If you want to attend a subject in the winter semester (WS) and do the exam in summer semester (SS), you may register only the lecture and the exercise session in the WS and then sign in for the exam in the following SS.

If you find in campus more than one link to sign up for an exam, here is an explanation which one to choose.
Every module has a certain number. For your studies, every module number starts with "MSETITTI". Since you do Communications Engineering which is our 7th major (Vertiefungsrichtung), the next digit is the "7". So when you sign up for exams which are from the catalogs for Communications Engineering, choose the ones with a leading "7".

When you want to sign up for a subject from the WAHL-catalog which includes all lectures offered in our faculty, you choose the exam with the leading "9".

A successful registered exam (or lecture) in Campus Office appears in the section "Meine Anmeldungen". Some weeks after the registration deadline, the ZPA has processed the data and then the registered exams should appear in "Angemeldete Prüfungen".

Ungraded subjects

For all lectures, an ungraded exam (just passing or failing) is also offered. These can be used as an ungraded subject (LN, Leistungsnachweis). Signing up for ungraded subjects is not possible via the Campus Office. Please contact the teaching assistant or the secretary of the corresponding institute in to register for an ungraded exam.

Registration for laboratories is usually done via CAMPUS Office, but sometimes it is also necessary to register in person talking to the teaching assistant or the secretary of the institute.
Examination rules

Ungraded exams:
You have to register ungraded exams via the corresponding institute and the registration is not transferred to the ZPA. Therefore, you can write the exams as often as you like until you have passed.
If you have failed, you can talk with the institute to deregister from the exam, and you do another ungraded subject instead.

Graded subjects are also offered as an ungraded version. You can register via the institute if you want to do a regular graded subject as an ungraded one.

After passing a graded subject, it cannot be converted to an ungraded one.

Graded exams:
You have to register graded exams via Campus Office. Registration for the exam and the lecture are independent, please make sure to register for the EXAM.
There is no automatic reregistration in case of failure or deregistration of an exam anymore! If an exam is failed or not attended, you have to register the exam yourself for the next time.
You can deregister for all exams until one week before the exam at the ZPA. There are no constraints on the number or frequency of deregistered subjects anymore.
If you are sick in the week before the exam or on the date of the exam you have to go to a doctor and get a medical certificate to deregister from the exam. Please hand in the certificate at the ZPA.
Once you've tried the exam and failed, you cannot do a different subject instead. You have to pass this subject one day to get your degree. You can write a letter to the Prüfungsausschuss to deregister just one subject during your master program, as long as you didn't already fail the subject three times.
If you have passed the exam, you cannot do it again to improve your grade.
You have only three chances for each exam. After failing the third time, you have to leave the university and you can never study anything related to electrical engineering in Germany anymore!
In case of written exams, there is one additional oral exam after the third failed exam which decides between 4.0 and failed. To get this last chance, you have to contact the corresponding institute after the revision of the exam. If you failed the third time, because you cheated, or didn't show up without having an official medical certificate stating that you have been sick that day, you do NOT get the oral exam afterwards.

Exam revision (Einsicht):
For every exam, an exam revision is offered, where you can have a look into your own exam and the grading. This is typically a week after the results are published. This is the only possibility when you can check the corrections of the institute and may ask questions toward the grading. Only here you may write an objection in case anything was not correctly graded.

Exams, Labs, Seminars, Projects, Internship and Thesis

General
A detailed description of the contents of all lectures, labs, seminars and projects can either be found in the campus system, on the website www.ce.rwth-aachen.de or on the website of the corresponding institute. However, only the CAMPUS Office contains official information on the offered courses.
Exams
There are two modes of examinations. Some of the courses have written and others oral exams. Written exam will be 90 minutes long and oral exams take 20 minutes where you answer questions asked by the professor. The mode of the examination depends on the particular course. For the written exam, the date will be announced on Campus Office. While for the oral exam, you have to make an appointment with the secretary of the particular Institute. The mode is usually outlined online and will typically be mentioned in the first lecture session by the professor.

Laboratories
Laboratories are ungraded and have 4 CP each. There are a lot of Laboratories offered each semester. Usually, a handout is given which is carefully read in advance to prepare for each date of the lab. Sometimes a small assessment is conducted to verify, if the student is well prepared for the lab.

Seminars
Seminars usually consist of three parts: An introductory meeting where the topics are distributed to the students, a self-organized working phase and a session when students are giving a presentation about their topic. Sometimes other elements like written reports or presentation trainings are also involved.

Projects
Projects are an alternative for Labs. Projects are offered by many institutes and are usually conducted by 2-4 students. Most of the time, the content is directly linked to the research activities of the corresponding institute and gives a good insight in new areas. There is a final presentation at the end of semester where you present your work. The list of Projects can be found on the respective institute’s website or in campus.

Internship
The industrial internship (Fachpraktikum) required in the Master Program is a full-time (approx. 35-40 hours per week depending on the company) professional experience in the industry. The best time to do the internship is shortly before the master thesis. The complete internship of at least 18 weeks has to be done in a row.

During the internship, the students write a report consisting of three parts; a technical description, a day list of activities with enumeration of working hours and a certification of the supervisor which notifies the correctness of the report. The report must be in German or English and should document the engineering content, problem solving, and development results of the internship. Furthermore the students should practice to present technical facts.

After the internship, the company must deliver a certificate about the practical training (Praktikumszeugnis).

Back in Aachen the student has to give an internship presentation at one of the institutes.

The internship is ungraded and fetches 22 credits including the seminar pertinent to the internship.

Thesis
You choose a thesis topic and supervisor at one of the institutes involved in our course. After registering the thesis at the ZPA, you have exactly six months to write your thesis. After submission of the thesis, you should give a presentation at the supervising institute.

While doing your Master thesis, you will not be allowed to hold a HiWi job at the same time at the same institute. In addition, according to a decision of the faculty, the institutes are not allowed to pay you for your Master thesis (if you will get paid, your thesis might not be accepted by the examination board). So, before registering for your thesis, please make sure that you have the funds to live on for six months.

The thesis is graded and fetches 30 credits.
Further tips from senior students:

- It is good to take 1 or 2 months before thesis topic registration to check one’s comfort level with the topic, to do literature review, to narrow down the scope of the thesis topic etc.
- Extension of thesis duration later invariably affects the grades.
- It is good to spend a lot of time on evaluating the significance of the problem before starting to work on the thesis; this ensures that the answer of your 6 month of research answers a significant open question and not lesser. Researchers often tend to solve problems that are not significant or that do not exist in the first place.
- Also, it’s good to do a critical evaluation before you begin, in the lines of ‘Does the institute have infrastructure to evaluate the solution?’ (Sometimes work gets stuck due to lack of necessary equipment), ‘Is it possible to solve the problem in 6 months?’, ‘Is the thesis topic in line with my further career plans?’, ‘What is the general time plan?’
- It is advisable to attend as many thesis defense sessions in the institute of your interest as you can to get an idea about what is expected from your work (and of course free refreshments 😊).
- If one wants to do job after masters it is always better to select industry relevant topics. Some topics are suited only for PhD. It is not that your thesis and job domain would always match but a relevant thesis gets the employer interested.
- It is best to check with the institute if keys are given to master thesis students. Some institutes do, some don’t. This can cause problems if your creativity peaks during abnormal time periods of the day.
- It is best to discuss the order of author for thesis based paper publications in advance to avoid disappointment and clashes in future. This is important if one is planning to pursue PhD later.
- It is a good idea to visit the main supervisor i.e. the professor regularly (may be once in a month) for updates and discussions. Knowing his/her opinion is important before it is too late.
- Postponing writing of report to the end is not a good idea. It takes more time than one expects and one tends to forget things as time passes.
- Simple things like indexing the referred papers and highlighting the relevant part can save a lot of time while writing related work section.
- Considering the busy schedule of professors it is best to fix the thesis defense appointment whenever offered. It is one of the things that can delay graduation and subsequent processes like work permit application.
- Arrange refreshments (e.g. cake) after thesis defense.

German Language

It is extremely important to learn to be able to communicate in German language for a variety of reasons. The most important reason is being able to integrate into society and to experience the German culture and lifestyle closely. The other reasons include increasing one’s job prospects, increases one’s international competence, it is necessary to graduate in your master’s program etc. What you always have to keep in mind, is after finishing your studies in Germany, you’re expected to have good background of the German language and culture.

The university offers courses till A2.2 level through the training for DSM program, for free. Further courses (B2, TestDaF etc) are available from the Sprachenzentrum at a reasonable price, for those who want to build their German language proficiency further.
http://www.sz.rwth-aachen.de/

One can also choose to do further courses at the Volkshochschule (not a part of RWTH), for similar prices.
http://www.vhs-aachen.de/vhs/deutsch-fremdsprachen/deutsch-als-fremdsprache/index.htm

Café Lingua & Sprachtandem (Language Partners) of INCAS
Additional to the courses of the Sprachenzentrum, the student initiative INCAS, which is introduced later, is offering the Café Lingua and the Sprachtandem. During the Café Lingua you can meet many different international and German students in order to practice your language skills. The Sprachtandem brings two persons together which teach each other a foreign language. This may for example be Persian and German or any other language pair. Grammar, spoken language, on what you focus during the meetings totally depends on you. For more information it is referred to the webpage of INCAS and specifically to the point “Offers”:
www.incas.rwth-aachen.de

**Institutes**

The following table shows the institutes working in the field of Communications Engineering. These institutes are part of the Faculty of Electrical Engineering and Information Technology at RWTH Aachen University. A complete and updated list of all chair of the faculty for electrical engineering is available under:
www.elektrotechnik.rwth-aachen.de/go/id/qsj

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Engineering and Computer Systems EECS</td>
<td>Schinkelstr. 2</td>
<td>N.N.</td>
</tr>
<tr>
<td>(Allgemeine Elektrotechnik und Datenverarbeitungssysteme)</td>
<td><a href="http://www.eecs.rwth-aachen.de">www.eecs.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>Communications Engineering IENT</td>
<td>Melatener Str. 23</td>
<td>Prof. Ohm</td>
</tr>
<tr>
<td>(Nachrichtentechnik)</td>
<td><a href="http://www.ient.rwth-aachen.de">www.ient.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>High Frequency Technology IHF</td>
<td>Melatener Str. 25</td>
<td>Prof. Heberling</td>
</tr>
<tr>
<td>(Institut für Hochfrequenztechnik)</td>
<td><a href="http://www.ihf.rwth-aachen.de">www.ihf.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>Chair for Integrated Signal Processing Systems ISS</td>
<td>ICT cubes</td>
<td>Prof. Ascheid</td>
</tr>
<tr>
<td>(Lehrstuhl für Integrierte Systeme der Signalverarbeitung)</td>
<td>Kopernikusstraße 16</td>
<td></td>
</tr>
<tr>
<td>(belongs to Institute for Communication Technologies and Embedded Systems ICE)</td>
<td><a href="http://www.ice.rwth-aachen.de">www.ice.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>Chair for Software for Systems on Silicon SSS</td>
<td>ICT cubes</td>
<td>Prof. Leupers</td>
</tr>
<tr>
<td>(belongs to Institute for Communication Technologies and Embedded Systems ICE)</td>
<td>Kopernikusstraße 16</td>
<td></td>
</tr>
<tr>
<td>Institute for Networked Systems iNETS</td>
<td>Kackertstr. 9</td>
<td>Prof. Mähönen</td>
</tr>
<tr>
<td>(Vernetzte Systeme)</td>
<td><a href="http://www.inets.rwth-aachen.de">www.inets.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>Juniorprofessor for Self-Organized Networks (iNETS/SON)</td>
<td></td>
<td>Prof. Petrova</td>
</tr>
<tr>
<td>Electromagnetic Theory ITHE</td>
<td>AIX-VZ (AIXTRON-Verfügungszentrum)</td>
<td>Prof. Jungemann</td>
</tr>
<tr>
<td>(Theoretische Elektrotechnik)</td>
<td>Kackertstraße 15-17</td>
<td></td>
</tr>
<tr>
<td>Teaching and Research Area GaN Device Technology</td>
<td><a href="http://www.ithe.rwth-aachen.de">www.ithe.rwth-aachen.de</a></td>
<td>Prof. Vescan</td>
</tr>
<tr>
<td>(Lehr- und Forschungsgebiet GaN-Bauelementtechnologie)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated Analogue Circuits IAS</td>
<td>ICT cubes</td>
<td>Prof. Heinen</td>
</tr>
<tr>
<td>(Intergrierte Analogschaltungen)</td>
<td>Kopernikusstraße 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ias.rwth-aachen.de">www.ias.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>Institute of Technical Acoustics (ITA) (Institut für Technische Akustik)</td>
<td>Neustraße 50</td>
<td>Prof. Vorländer</td>
</tr>
<tr>
<td>ICT cubes</td>
<td><a href="http://www.akustik.rwth-aachen.de">www.akustik.rwth-aachen.de</a></td>
<td></td>
</tr>
<tr>
<td>Chair of High Frequency Electronics (HFE) (Lehrstuhl für Höchstfrequenzelektronik)</td>
<td>ICT cubes Kopernikusstraße 16</td>
<td>Prof. Negra</td>
</tr>
<tr>
<td>Chair of Theoretical Information Technology (TI) (Lehrstuhl Theoretische Informationstechnik)</td>
<td>ICT cubes Kopernikusstraße 16</td>
<td>Prof. Mathar</td>
</tr>
<tr>
<td>Chair for Information Theory and Systematic Design of Communication Systems (ISEK) (Lehr- und Forschungsgebiet für Informationstheorie und Systematischer Entwurf von Kommunikationssystemen)</td>
<td>ICT cubes Kopernikusstraße 16</td>
<td>Prof. Schmeink</td>
</tr>
<tr>
<td>Institute of Communication Systems (IKS) (Institut für Kommunikationssysteme)</td>
<td>Muffeter Weg 3a</td>
<td>Prof. Jax</td>
</tr>
<tr>
<td>Institute of Imaging &amp; Computer Vision (LfB) (Lehrstuhl für Bildverarbeitung)</td>
<td>ICT cubes Kopernikusstraße 16</td>
<td>Prof. Merhof</td>
</tr>
<tr>
<td>Institute of Integrated Photonics (IPH) (Lehrstuhl für Integrierte Photonik)</td>
<td>ICT cubes Kopernikusstraße 16</td>
<td>Prof. Witzens</td>
</tr>
</tbody>
</table>

### Campus Office

CAMPUS-Office (http://www.campus.rwth-aachen.de) is an online study organizer for students. Each RWTH student is able to use this private organizer via internet after the initial account activation/“Freischaltung” (see "Access authorization to the network of RWTH Aachen (Email, CAMPUS-Office etc.)" for further information). You can choose your classes directly from the online lecture directory. Moreover, you are able to access self-defined tasks, appointments, documents, frequently visited websites, birthday dates, and addresses. In addition, it is possible to view your current grades and your class and exam registration status and it is possible to print your transcript of records.

### How to find your course in Campus

1.) Go to http://www.campus.rwth-aachen.de
2.) Select the current semester (on the top-right of the website)
3.) Click on “Master of Science (M.Sc.)"
4.) Click on the link “Elektrotechnik, Informationstechnik und Technische Informatik (M.Sc.)
NOT Communications Engineering (M.Sc.), this is the old course

this leads you to an overview of your program.

1) If you are looking for a course from WPA, WPB, WPC or any Projects, Laboratories and Seminars, then choose “Communications Engineering”.

2) If you are looking for a WAHL course, choose “Modulkatalog Wahlfächer (WAHL)”.

CAMPUS course registration

In the CAMPUS information system, students can register for courses via their personal Campus Office account. When they register for courses they DO NOT register for the respective examinations. The registration for the exams has to be done separately. There are two types of registration: the classic online registration and the modular registration. Master students must use the modular registration!

Please make sure to regularly check your RWTH email account, since mails from your course lecturers/supervisors and mails about your registration status are always sent to this address.

Log into Campus Office

In order to register for your courses, please log into Campus Office at: http://www.campus.rwthaachen.de/office by filling in your matriculation number and your password (which you received when activating your user account for network services).
Select the semester
After having logged into Campus Office the current semester is set. Please select the semester in which the course for which you want to register takes place by clicking on “Semester wählen” and then on the respective semester.

Search your course
Then go through the steps similar to the “How to find your course in Campus” Section, choose the “Master of Science (M.Sc)”.

Then click on the “Elektrotechnik, Informationstechnik und Technische Informatik (M.Sc.).

Then choose “Communications Engineering”
Suppose you have clicked the “Modulgruppe A”, you would see the following page. Notice that usually for each course, the Vorlesung (Lecture) and the Übung (Exercise) are separated as shown in the picture, and you only need to register the Vorlesung (Lecture).

### Registration for your course

Click on the title of the course you want to register, e.g. “Forward Error Correction and Digital Modulation” V(2), and then click on “Zum modularen Anmeldeverfahren” (Modular registration procedure), and at last click on the “Anmelden” link. Then you’ve finished registering for a lecture 😊

### Registration for Examinations

You have to register for lectures and for exams. These registrations are two independent processes. You register for a lecture to get access to the e-learning portal L2P and that the lecturer knows how many people are there and can provide additional material. For the exam you have to register in Campus Office independent of your registration to a subject. Anything you do (register, cancel...) before the second last Friday in November (for exams in spring) does not have any effect. What is important is your registration status at that specific Friday. For subjects in the summer semester (SS) the deadline is the second last Friday in May.

The following would show you how to register for an exam using Campus Office.

### Log into Campus Office and go through the passes

Firstly, login Campus Office using your matriculation number.
Then, go through the Semester (e.g. WS 2012/2013), “Master of Science (M.Sc.)”, “Elektrotechnik, Informationstechnik u. Technische Informatik (M.Sc.)”, “Communications Engineering”, which is just the same as the course registration process, and you should see the following page:

This time, choose “Communications Engineering Exams”, and you will see all the exams for Communications Engineering.

Select the exam
Then choose the course that you want to have the exam, and click on “Zum modularen Anmeldeverfahren” (Modular registration procedure)

Then select the type of exam you want to register for (the name for your exam will contain the term MSETITTI) and click on “Anmelden”.

Deadlines for registering an exam
The deadlines for the registration are always outlined within the CAMPUS Office. Only the dates that are mentioned within the modular registration are binding. Make sure you do not miss this deadline!
Tips for registering an exam
If you want to hear a subject in the winter semester (WS) and do the exam in Sommersemester (SS), you may register only the lecture and the exercise session in the WS and then sign in for the exam in the following SS.

If you find in campus more than one link to sign up for an exam, here is an explanation which one to choose. Every module has a certain number. For your studies, every module number starts with "MSETITTI". Since you do Communications Engineering which is our 7th major (Vertiefungszweig), the next digit is the "7". So when you sign up for exams which are from the catalogs for Communications Engineering, choose the ones with a leading "7".

When you want to sign up for a subject from the WAHL-catalog which includes all lectures offered in our faculty, you choose the exam with the leading "9".

For all lectures, an ungraded exam (just passing or failing) is also offered. These can be used as an ungraded subject (LN, Leistungsnachweis). To sign up for these subjects, please contact the teaching assistant or the secretary of the corresponding institute.

For laboratories and seminars you always have to check the CAMPUS description of the course. Sometimes you can register online and sometimes you have to get in contact with the institute. Mind the deadlines, they are sometimes earlier than the ones for lectures!

Monitoring your registrations
To monitor your registrations of either lectures or exams that have been made, click the link “Meine Anmeldungen” on your Campus Office site.

Then you can monitor the status of all your registrations online. If you get allotted to a spot, you will be notified by email to your RWTH email-address.

Note: “Angemeldet” means that you have registered for the course, but that you have not yet been allotted a slot! “Zugeteilt” indicates that you have secured a slot in the course.
Building time table of the selected lectures

In Campus Office, it is also possible to build a personal schedule with all registered lectures, exercises and labs, and so on. To access the schedule, click on “Stundenplan” in the category “Kalender” on the left side.

If you click the Studenplan now, you’ll see that no lectures or exercises are in the list. In the following we show how to build your lectures’ schedule.

At first, go to the lecture that you want to register in Campus Office just as described above. Suppose you want to register the course “Forward Error Correction and Digital Modulation”, you should firstly go to Modulgruppe A.

You would probably want to register for both the lecture and the exercise, so then you can first click on the lecture link.

Then you can see that at the “Termin und Ort” (Time and Place) section, there is a “✓”, click on this tick.

Then you will see that the tick becomes a cross, and there is a red text shown in the screen.
This red text means that now the lecture has been added to your calendar. Now click the Stundenplan now, and you can see that the lecture is now in the calendar.

You can do the same with the exercise of the course, and after doing similar process described above you will see that the lecture and exercise of the course “Forward Error Correction and Digital Modulation” are both shown in your calendar.

Repeat this process with the courses that you want to take in the current semester, and with this calendar you will not forget to take the class 😊.

Keep in mind that this procedure only saves the dates in your calendar and does not register you for any course.

Checklist

- Put all interesting courses (lectures, exercises, labs, seminars) into your schedule
- See that you can put together a widely overlap free schedule
- Check the exam dates and make a planning for the exam period
- Make sure you have got enough time before an exam to prepare for it

IT Center (ITC) (former Rechen- und Kommunikationszentrum (RZ)) – How to get online

The IT Center at RWTH Aachen University is a centralized body providing computing and communication services such as Bibliotheksausweis, CAMPUS-Office/Webdienste, RWTH Mailservice, Lehr- und Lernportal L²P, WLAN/VPN, TIM Service etc. to all the University’s institutes, personnel and students.

To activate the services, first the student needs to get enrolled at RWTH Aachen University. On the enrollment day, the student will get a Matriculation Number & unlock-code/activation code/ Freischaltcode (six digit code) upon receipt of the bank transfer form. After this, the student needs to follow the instructions given below,

Activation Procedure of Network Services:
Go to the following link: http://www.rwth-aachen.de/go
- Insert your Matriculation number & unlock-code
- Follow five simple steps
- After successfully completion of these steps you will get your user id (exp. wr092797), password and a personal email address like givenname.surname@rwth-aachen.de

Go to the following link: http://www.rwth-aachen.de/bv
- Login with your user name (exp. wr092797) and password
- Change your password
- Tick all the services (exp. TIM, email, VPN/Wifi, L2P,CAMPUS)
- Press submit to activate all the ticked services

**How to get online using RWTH WLAN Access (Eduroam):**

Go to the following link: www.rwth-aachen.de
- Click on ACADEMICS => During Your Studies => Online Services => eduroam – worldwide up to date => installation instructions => General Settings
- Scroll down and click on 3 certificates; Download certificates named: Deutsche Telekom Root CA 2, DFN-Verein PCA Global - G01, RWTH Aachen CA, save all certificates in your device & install all of them.
- Go back & install root certificates

**Final Step:**
- Turn on your wireless Device, click on the icon showing internet connectivity, search for the networks, click on “eduroam”
- Insert your user id (exp. wr092797@rwth-aachen.de) and password. Press Ok.
- After this, a message may come. Click on connect to login.
- Wait until your device establishes connection with eduroam.

Note: Install procedure shown here is for Windows 7. In case, you have other operating system only final step portion may vary. You will find other instructions on the same page, where you have found “General Settings”. If you face any problem, please contact: servicedesk@rz.rwth-aachen.de or go to the RZ-ServiceDesk (SuperC ground floor, left corner of the information Desk) where you will find competent employees who will be available to answer any of your questions about the services of the CCC.

**Libraries, Bookshops**

**University Libraries**
RWTH Aachen University has a central library, a medical library, and a journal library for Natural Sciences and Technology. There are also about 230 departmental libraries. The central library is the main lending library and provides resources for teaching and research. It contains over 1,100,000 printed volumes, about 4000 journals, and an extensive range of high quality electronic resources. Many resources are accessible via the Internet.

**Central Library (Hochschulbibliothek)**
Postal address:
RWTH Aachen - Hochschulbibliothek, 52056 Aachen, Germany
Library: Templergraben 61, 52062 Aachen, Germany
Phone: (0241) 80-94459, Fax: (0241) 80 92-273
Internet: http://www.bth.rwth-aachen.de → click “Katalog” to search for books
email: iz@bth.rwth-aachen.de

**Loan Department / Interlibrary Loan Department** (ground floor)
Phone: 0241 80-94456
email: ausleihe@bth.rwth-aachen.de / fernleihe@bth.rwth-aachen.de
Last orders: 30 minutes before closure.
Mon - Fri: 8.30 - 19.00
Sat: 9.00 - 13.00
Mon - Fri: books ordered until 16:00 can be borrowed at the same day.

**Study-Room**
(3rd floor)
Mon - Fri: 8.00 - 24.00
Sat: 9.00 - 24.00
Sun 11.00 - 24.00

**PC-Pool**
(3rd floor)
Mon - Fri: 8.00 - 24.00
Sat: 9.00 - 24.00
Sun: 11.00 - 24.00

**Textbook Collection (Lehrbuchsammlung)**
Text-books, of which several copies are available, are kept in the Text-Book Collection. These books are marked LB in the catalogs. They are on open access.
This part of the library is particularly important for the engineering majors, as most of the books are offered here.

Address: Wüllnerstr. 3  
Phone: 0241 80-94496

Opening hours:
Mon - Fri: 08:30 - 19:00
Sat: 09:00 - 13:00
Last issues: 15 minutes before closing time

**Bookshops in Aachen**
There are many bookshops in Aachen. The shops given in the following list have many (English) books for Natural Sciences and Technology in stock. If you cannot find the book you want on the shelves, the shops will order it for you. Sometimes older editions of books from the textbook collection are sold at reduced prices.

Mayersche Buchhandlung  
Pontstr. 131 and Buchkremerstr. 1 – 7  
www.mayersche.de

Lehmanns Fachbuchhandlung  
Pauwelstr. 19  
www.lehmanns.de/buchhandlung/340-aachen

**Student Life**

**EESTEC – Electrical Engineering Students’ European Association**

So you found your way to Aachen? Great! And how do you like the rain? Not your favourite thing? Then join EESTEC! We are a group of students gathered in a European network, who like to travel, get to know people from other cultures and organize events such as exchanges or workshops.

Our next plans are inviting other students to see Aachen’s Christmas Market in December (and cheer for the E-Tech Lions, our faculty’s ice hockey team) and to re-invoke the annual exchange with St. Petersburg. If you are open-minded, like to see more of Europe than just Aachen, and make friends with some crazy Germans, we hope to see you on **Tuesdays at 20:00** in the Fachschaft, **Kármánstr. 9.**
Humboldt-Haus
Address:
Humboldt-Haus
Pontstrasse 41
52062 Aachen
Phone: +49 241 8099151

The Humboldt-Haus is an integral part of university life and a lively meeting point for international and German students. It hosts various events and activities (such as events organised by international and German student organisations and societies as well as courses, workshops, open talks and lectures, etc.) and provides the opportunity to take part in various intercultural activities at RWTH Aachen University.
You can find out more about the Humboldt-Haus at: http://www.rwth-aachen.de/go/id/rdd

INCAS
In the Humboldt-Haus you will also find the office of the INCAS (Intercultural Centre of Aachen Students). INCAS is a student organisation supported by the RWTH International Office and the FH Aachen. It aims at improving the cultural connection between students of all nations by boosting their integration and intercultural communications as well as making the students’ stay as pleasant as possible by providing help.

Every Tuesday the “International Tuesday” takes place. This is an event held at the Humboldt-Haus after 08:00 p.m., where students of all nations chat, play games, and in the summer have barbecues.

Address:
INCAS
Humboldt-Haus
Pontstrasse 41
52062 Aachen
email: incas@rwth-aachen.de

You can find out more about INCAS at: www.incas.rwth-aachen.de

The Fakultät (Faculty)
The Faculty of Electrical Engineering and Information Technology comprises all the departments, the Student Representative Committee, all the professors and other staff, the office for student advisory service (Fachstudienberatung), as well as the administrative body of the Faculty and the Dean’s Office.
The faculty is headed by the Dean’s Office and the Faculty Board. The Dean is the head of the Dean’s Office; he is supported by Deputy Dean (Prodekan, Studiendekan), a Financial Officer, and a Faculty Assistant. The Dean’s Office is, as it were, the “Executive” of the Faculty.
The Faculty Board consists of professors, representatives of academic and non-academic staff, and students, who make decisions on various issues concerning the Faculty. Thus, the Faculty Board can be considered as the “Legislative” of the Faculty.
The Examination Board supervises examination procedures and decides on special cases and/or exemptions from the examination rules in certain circumstances.

The Fachschaft (Faculty Student Representative Committee)
The main aim of the Fachschaft of the Faculty is to represent students’ interests and to help you with all sorts of problems that may occur. They give general and technical advice to their fellow students,
provide mock exam papers, and organise the introductory events for freshmen. Their office is in Augustinerbach 2a, their office hours are published on their website: http://www.fset.rwth-aachen.de/
You can also contact them by email: fset@rwth-aachen.de. By the way – they are always happy about students who would like to join and help them.

The AStA (Allgemeiner Studierendenausschuss; Students’ Union)
The AStA represents the interests of all the students of the university; it is thus independent from individual faculties. The AStA is elected and supervised by the students’ parliament, which, in turn, is elected by the students every year. The AStA offers a wide range of service and support; they provide legal advice, International Students’ Identity Cards, contact to a driving school, etc. etc. For detailed information please visit http://www.asta.rwth-aachen.de. Address: Turmstraße 3).

The Vollversammlung (Plenary Meeting of all Electrical Engineering students)
There is a plenary meeting open to all students of the Faculty once every term. The Student Committee will inform you about the work they have done in the last year, about important events or changes of the study rules. There will be discussions and the new Committee will be elected. During the meeting, there will be no lectures.

AEGEE
AEGEE (Association des Etats Généraux des Etudiants de l’Europe) is a European student organisation with about 17,000 members in more than 250 local groups. AEGEE was founded in Paris in 1985. They organise language courses and international meetings, as well as offering support and advice to students. The Aachen group meets on Mondays at 21:00 in “Papillon” (Pontstraße 151). Find more information on http://www.aegee.rwth-aachen.de.

HiWi-Jobs
“HiWi” is an abbreviation of “Hilfswissenschaftler” and refers to student assistants. These jobs are quite popular, so it is not always easy to get one. You can find job offers on the web pages of the individual institutes, but it may also be useful to contact the assistants of the department you are interested in.
HSZ – University Sports Centre

The university sports centre offers numerous different sports facilities from Aikido to Yoga. Check their website www.hochschulsport.rwth-aachen.de

You will find the sports centre near Mies-van-der-Rohe Strasse right between the sports ground and gym.

Usually sports is a great opportunity to get in contact with other students, especially native Germans, as the usually do not participate in the international events.
Career options
Your Master’s program is highly flexible and one can shape it for his own goals and interests. Popular career options include Ph.D (academic research), Industrial research, Industrial development, a combination of these, or even entrepreneurship. It is a good idea to do some introspection and contemplation to identify where one’s interest lies. If you know your goals and interests about what you want to do after your Master’s program, it will help you to make the best use of the course.

If you have no prior work experience and if you are seeking to learn some corporate practices and qualities, the ‘career center’ offers some interesting trainings at reasonable cost. http://www.rwth-aachen.de/cms/root/Studium/Nach_dem_Studium/~ejx/Karriere/

If you are in need to present your CV in Europe and if you are clueless about the format, you can use Europass. http://europass.cedefop.europa.eu/en/documents/curriculum-vitae

Whether it is Ph.D or an industrial career, it is important to do some research and find the right research group for a Ph.D or the right company to set foot on, about 2 months before you graduate. For Ph.D, taking the suggestions from your professors, looking at the top rated universities in your field of interest, looking for research groups which are behind the papers that interests you in the conferences are good starting points to find the answer to where you should apply for your doctoral work. For industrial career, use job search portals like Stepstone, Monster etc, to keep track of vacancies in companies unknown to you. For known companies, the company’s job portal is the best place to get this information. Create job search agents on company job portals to get regular notifications about vacancies in the specified area of interest. The ‘Bonding fair’ (happens in the 4th quarter of every year in Aachen) is a good opportunity to know which companies are working in your areas of interest.

Job Interviews
- Reach the venue on time. It is needless to emphasize the importance of punctuality in Germany.
- Formal dressing is a must for onsite interviews. If casual dressing is OK, they will mention so in the interview invitation email.
- Train tickets and hotel stay (if necessary) expenses are paid by the company. Keep the original train tickets and hotel bill. You may have to send them via post to the company to get reimbursement. Scanned copies are not accepted. Some companies do all bookings on their own.
- Suggest the tentative joining date conservatively considering approximately 3 weeks delay for thesis defence after submitting the thesis and 1 week after that to get complete formalities like corrections, submission of hard bound copies etc.
- The interview could be as simple as just one HR round and one technical round, to upto 6 technical rounds. Some companies can ask for presentation on a topic of your choice in one of the rounds. This is informed well in advance. Some companies conduct a ‘work interview’ where the candidate works on different tasks either independently or with other employees throughout the day.
- A short ‘let us talk in German’ session is usually a part of the HR interview, so be proud if you have already honed your German language skills by now.

Blue card (“German green card”)
Blue card is a residence permit scheme for highly skilled immigrants. One can apply for blue card only after submission of a letter from ZPA indicating successful completion of studies. It takes minimum 3 weeks to get the card. But the visa office gives a letter which can be used to start working before receiving the card. Further information about blue card @ http://www.bluecard-eu.de/eu-blue-card-germany/
**Miscellaneous Information**

**Intercultural Communication**

Intercultural Communication is a keyword which is heard more and more. An experience you will have every single day from now. We can and will not cover all shades of this vast topic, but we want to raise your awareness to some basic cultural orientations which will most surely be different in your home country and in Germany. The following examples are credited to Alexia Petersen (www.aspetersen.de).

**Situation:** You are an employee in a company. Its Friday lunch time, your boss enters and informs everyone the books will be checked on Monday so everything has to be in order in this respect before the end of the day.

"On Monday we’re having visitors. Please make sure the books are in order. Everything must be done before we leave today."

"On Monday we’re having visitors. Perhaps we should take some time before we leave to check and see if everything is in order?"

"As we haven’t seen Tanakasan in a while, we would wish him to get the best impression of our department when he next comes."

- Fact-based info
- Explicit instructions

- Enough facts for clarity
- Suggestive, understated instructions

- Description of ideal situation or context
- Implicit instructions

**Example:** Difference between low and high context communication. The communication style is based on certain cultural orientations:

<table>
<thead>
<tr>
<th>Fact, task based</th>
<th>Relationship based</th>
<th>Relationship</th>
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</thead>
<tbody>
<tr>
<td>- Detached</td>
<td>- Attached</td>
<td>1. Relationship</td>
</tr>
<tr>
<td>- Truth, accuracy, right</td>
<td>- Appropriateness</td>
<td></td>
</tr>
<tr>
<td>- ‘Its not personal, its business’</td>
<td>- ‘Business is personal’</td>
<td></td>
</tr>
<tr>
<td>Flat</td>
<td>Strong</td>
<td>2. Hierarchy</td>
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<tr>
<td>- Open/direct public communica-</td>
<td>- Closed/mediated public communication channels</td>
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<td>tion channels</td>
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<tr>
<td>Individual assertiveness</td>
<td>Group harmony</td>
<td>3. Self-Conception</td>
</tr>
<tr>
<td>- Competitiveness</td>
<td>- Cohesion</td>
<td></td>
</tr>
<tr>
<td>Task-based</td>
<td>Relationship-based</td>
<td>4. Time</td>
</tr>
<tr>
<td>- Monochronic</td>
<td>- Polychronic</td>
<td></td>
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<tr>
<td>- Present, future</td>
<td>- Past</td>
<td></td>
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<tr>
<td>- On-stage</td>
<td>- Off-stage</td>
<td></td>
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<tr>
<td>- Linear</td>
<td>- Circular</td>
<td></td>
</tr>
<tr>
<td>Rely on structure and rules</td>
<td>Rely on structure and rules</td>
<td>5. Risk Avoidance</td>
</tr>
<tr>
<td>- The perfect plan</td>
<td>Tolerate uncertainty</td>
<td></td>
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<tr>
<td></td>
<td>- The perfect relationship</td>
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<table>
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<th>4. Time</th>
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<tr>
<th>5. Risk Avoidance</th>
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</table>
**Example:** Making Contact to German Students

**What you may encounter:**
- little or awkward small talk with strangers
- Question – Answer
- “Wait and see”
- Reserved, formal
- Newcomer takes initiative to approach established group

**What does this behaviour mean?**
- I did something wrong?
- No interest?
- Unfriendliness?
- Inhospitality?
- Arrogance / Coldness?
- Anti-foreign?

**Guidelines:** Making Initial Contact and Getting Off to a Good Start
- Take the initiative, perhaps more than once: signal clearly that you are interested in making contact (e.g. introduce yourself, eat/cook together, play sports, participate in group activities)
- If you are asked to join an activity, try to participate: You won’t be asked repeatedly
- If you cannot say *first* you would like to join, *then* give a reasonable explanation why you can’t: then suggest an alternative
- Make an “English sandwich”: say “That’s a great idea, I’d love to. Unfortunately, I have exams this week. But what about next week? We can cook together.”
- If help is offered, consider accepting in order to reciprocate a relationship-building process
- Always be prepared that the response you get might not be the same as in your own culture!

**Numbering System / Time**

1 = 1
2 = 2
10.2.06 = 10th February 2006

12:00 = Noon
13:00 = 1:00 p.m.
14:56 = 2:56 p.m.
24:00 = 0:00 = Midnight

**German Spelling**
ö = oe
ä = ae
ü = ue
ß = ss
Some German Slang

zwo  = zwei  = two
fuffzich  = fünfzig  = fifty
Oche  = Aachen
Öcher  = Aachener  = (person) from Aachen
Alemannia  = Aachen Soccer Team
Tach!  = Guten Tag!  = Hello!
Tschö wa!  = Auf Wiedersehen!  = Bye!
Ich hab kalt!  = Mir ist es kalt!  = I’m cold!

The Trois Bournes

Germany, the Netherlands, and Belgium meet just outside Aachen. Due to the Schengen Agreement, you will be able to visit our neighbouring countries once you get your permanent residence permit. With your three-month entry visa you are usually not allowed to cross the border, since they usually are national visa, no Schengen visa. You can go to the Netherlands or Belgium by bus, or possibly even walk, since it is not very far at all. The same holds for all the other Schengen Agreement countries. They are: Denmark, France, Finland, Greece, Italy, Iceland, Luxemburg, Norway, Austria, Portugal, Sweden, and Spain. Did you know that Paris is less than three hours on the train from Aachen?

Shopping

All the shops in Germany are closed on Sundays and bank holidays. However, if you are out of food and drink, you can go to Vaals (Netherlands); the big shops are open on Sundays until 6:00 p.m.

The Student Bus and Train Ticket

You can use the ticket on all the buses within the Public Transport Association of Aachen (“Aachener Verkehrsverbund”, http://www.avv.de). The ticket is also valid in all public transportation (busses and local trains) in whole North Rheine Westphalia (NRW). Please note that you will have to buy a surcharge ticket if you want to use IC or ICE (= express) trains.

Mensa

“Mensa” refers to student refectories / cafeterias. You can find their addresses, menus, opening times, etc. on www.studentenwerk-aachen.de.

Movies in English

You can find OmU (= Orginal mit Untertiteln = Subtitled Original Version) or OF (= Original-fassung = Original Version) movies in the following cinemas:

Filmstudio (Students’ Cinema)
http://www.filmmstudio-aachen.de

Apollo Kino&Bar / Capitol
http://www.apollo-aachen.de/

Cinekarree / Eden
http://www.cinekarree.de

This information brochure was compiled in cooperation with the Faculty Student Representative Committee and the International Office.

We hope you will have a great time in Aachen and that you will enjoy your course. In case you feel like letting us know what could be improved or what you liked best, we will appreciate your email.

Best Wishes
Matthias and Stefan