Welcome!

Information for Erasmus+ and Exchange Students

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Welcome!

Dear Erasmus+ and Exchange Students,

Welcome to the Faculty of Electrical Engineering and Information Technology at RWTH Aachen University!

The experience as strongly internationally orientied university has shown that countless new impressions and numerous additional information about your semester abroad can be overwhelming, especially at the beginning. To make your start at the Faculty of Electrical Engineering and Information Technology as straightforward as possible, we compiled this overview of the most important formalities and dates about the upcoming semester*. Please read the following information carefully.

We wish you a successful start as well as an exciting and educational semester at RWTH Aachen University and the Faculty of Electrical Engineering and Information Technology!

*All information are subject to change.
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General Information

Semester Dates

All important semester dates like the start and end of semester, first and last day of lectures, public holidays or university events can be found in detail on the RWTH Aachen University website. Additionally, you will find a general overview of semester dates below.

www.rwth-aachen.de/semestertermine

Examination Period

In general, examinations are held in between lecture periods (July - September, February - April).

Examination Registration

In winter semester, the examination registration deadline is **November 15th**.
In summer semester, the examination registration deadline is **May 15th**.
Course Choice and Registration

Which courses may I choose?

You may choose courses from all of our faculty’s Bachelor and Master degree programs. Use RWTHonline in order to find information on course contents, ECTS-Credits, timetables, and contact information. You can access the platform before your enrolment without login for public view. You will find all general information under the heading Courses.

Bachelor of Science (German-taught)

<table>
<thead>
<tr>
<th>Bachelor Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elektrotechnik, Informationstechnik und Technische Informatik</td>
</tr>
<tr>
<td>Electrical Engineering, Information Technology and Computer Engineering</td>
</tr>
<tr>
<td>Wirtschaftsingenieurwesen: Elektrische Energietechnik</td>
</tr>
<tr>
<td>Business Administration and Engineering: Electrical Power Engineering</td>
</tr>
</tbody>
</table>

Master of Science

<table>
<thead>
<tr>
<th>Master Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration and Engineering: Electrical Power Engineering</td>
</tr>
<tr>
<td>(German- and English-taught)</td>
</tr>
<tr>
<td>Electrical Engineering, Information Technology and Computer Engineering</td>
</tr>
<tr>
<td>(English-taught)</td>
</tr>
<tr>
<td>Biomedical Systems Engineering</td>
</tr>
<tr>
<td>Communications Engineering</td>
</tr>
<tr>
<td>Computer Engineering</td>
</tr>
<tr>
<td>Electrical Power Engineering</td>
</tr>
<tr>
<td>Micro- und Nanoelectronics</td>
</tr>
<tr>
<td>Systems and Automation</td>
</tr>
</tbody>
</table>
Restrictions apply to Business Administration Courses.

Please be aware that some courses of our study programs offered by the Faculty of Business and Economics have only a limited amount of places. Thus, these courses cannot be attended by Erasmus+/exchange students enrolled at our faculty. A list of these courses is available in the downloads section on the website of the Faculty of Business and Economics.

For the Master degree program Electrical Engineering, Information Technology and Computer Engineering you find a catalogue of all courses on the faculty’s website as part of the Master degree program description.
How do I find comprehensive information on the individual modules?

Comprehensive information on the individual modules (e.g. ECTS credits) can be found with the help of RWTHonline as shown below.

1. Choose the category *Degree Programme*.

2. Choose the category *Master 1 Fach*.

3. Select the Master Study Programme *Elektrotechnik, Informationstechnik und Technische Informatik*

4. Select your intended course from the respective category. You will find comprehensive information in the module manual.
I decided on a course module - but it is not offered in any of the electrical engineering programs. May I still take this course?

For non-electrical engineering courses, you must obtain permission by the individual faculty coordinators. This holds true even if you already have a signed learning agreement at hand at the time of your arrival. Economics, mechanical engineering, and computer science are the programs most popular among our exchange students. Their exchange coordinators can be contacted using the following email addresses:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Economics</td>
<td><a href="mailto:incomings@wiwi.rwth-aachen.de">incomings@wiwi.rwth-aachen.de</a></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td><a href="mailto:international@fb4.rwth-aachen.de">international@fb4.rwth-aachen.de</a></td>
</tr>
<tr>
<td>Computer Science</td>
<td><a href="mailto:astube@comsys.rwth-aachen.de">astube@comsys.rwth-aachen.de</a></td>
</tr>
</tbody>
</table>

Virtual learning room and building your time table

The RWTH Aachen IT Center offers students a number of services such as internet access or a personal email account. In addition, RWTHonline has a study planner option with which you can build your time table and thus efficiently structure your week.

You can activate these services online [here](#) after the university receives your semester contribution fee. The user guide will take you through the activation process. Type the activation code in the space provided. You can find the activation code on the transfer form. You will receive your personal log in information after successful activation.

For using the study planner option via RWTHonline or the virtual learning room L2P, you must have activated your email address. If you have any questions, please contact [servicedesk@itc.rwth-aachen.de](mailto:servicedesk@itc.rwth-aachen.de)

In order to use the virtual learning room L2P you must have registered for a course in RWTHonline. Since, presently, Erasmus+/International Exchange students cannot register for a course in RWTHonline, please ask the exercise supervisor to register you for the respective learning room. For questions concerning its utilization, please visit the L2P help page.
Registration

Other regulations may apply for courses offered by other faculties! For these you would need to contact their departmental coordinators.

Registration for the courses offered from our faculty

An online registration for the courses offered from our faculty is currently not possible! This might change shortly.

Registration for Lectures and exercises

Erasmus+ and exchange students are urgently advised to register explicitly as Erasmus+ or exchange student directly with the respective lecturer in one of the first sessions.

Registration for Laboratories, seminars and small projects

Registration for laboratories, seminars and projects is mandatory. It must be done at the respective institute, usually with the supervisors of the labs/seminars/projects, in some cases with the secretaries. Some labs might be limited to regular degree students, some fill up quite quickly. If you want to take a lab, please contact the supervisor early.

In general, the successful participation in a laboratory/seminar/project will not be graded, this must be tried to be arranged with the respective supervisor in one of the first sessions.

Why is it so important to attend the first course session?

During the first session you will receive important information about the course:

Where can I find the relevant course documents? Which further literature am I supposed to read? What is the procedure for giving notice of absence if I cannot attend a course (this applies especially to laboratories, seminars and intensive courses)?

Details like the ones mentioned above differ from course to course, therefore it is important to attend the first course session.
Writing a Thesis

If you want to write your (Master) thesis at the Faculty of Electrical Engineering and Information Technology, you need to contact the institutes or chairs directly and find a supervisor yourself. A list of the chairs of the faculty can be found online.

www.elektrotechnik.rwth-aachen.de/forschung/institute

Setting the requirements for your Master thesis and formalities like grading is all done between you and the respective institute or chair. Nevertheless, you are required to register your thesis at our faculty’s database for exam registration.

www.incoming.fbo.rwth-aachen.de

Once you have finished your thesis, you will have to fill in the form „Ergebnisdarstellung für Projektarbeiten“ („Results of Project Work“), which you find in the download section of our website, and have it signed by the supervising institute or chair. Please bring the signed form to the faculty’s Student Exchange/ERASMUS Office for issuing your official transcript of records.

www.elektrotechnik.rwth-aachen.de/cms/elektrotechnik-und-informationstechnik/studium/internationales/~evq

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Registration for Examinations

Exchange/ ERASMUS+ students cannot register for examinations via RWTHonline. Therefore, they will not be able to see their examination results in RWTHonline. Instead, they need to register online on our faculty's database for exam registration.

https://incoming.fb6.rwth-aachen.de/

As a first step, please create a user account and log in. Once you have done so, please create a record sheet on which you list your personal details and choose your exams.

To register for exams offered by our faculty, please click on „New Internal Module“. This will lead you to a drop-down box where you can select from a list of offered exams. If you do not find an examination offered by our faculty in the list of examinations, please contact the Student Exchange/ ERASMUS Office.

Please list the RWTH language courses in the section „New Language Course“.

In the section „Thesis/Projects“ please list your Bachelor or Master thesis in case you are writing one.

To register for exams offered by the faculties listed in the following table, you need to create a user account on their databases as well (links provided in the table).

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Link of database for exam registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Economics</td>
<td><a href="https://incomings.wiwi.rwth-aachen.de/">https://incomings.wiwi.rwth-aachen.de/</a></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td><a href="https://www.incomings.fb4.rwth-aachen.de/">https://www.incomings.fb4.rwth-aachen.de/</a></td>
</tr>
<tr>
<td>Civil Engineering</td>
<td><a href="https://www.incomings.fb3.rwth-aachen.de/">https://www.incomings.fb3.rwth-aachen.de/</a></td>
</tr>
<tr>
<td>Other Faculties</td>
<td>use the FB6-database + „External Module“</td>
</tr>
</tbody>
</table>

The deadline for registration is November 15th for a winter semester and May 15th for a summer semester.

You can still make changes to your exam selection until the above-mentioned deadlines.
Deregistration of Examinations

You can deregister from an exam until three workdays prior to the scheduled exam date. Students wishing to deregister from an exam need to

1. notify the respective institute and assistant in charge of the exam.
2. notify the faculty’s Student Exchange/ ERASMUS Office via email.
3. notify the exchange coordinators of other faculties in case of other modules.

Registration of Laboratories, Projects and Seminars

In addition, you need to register for laboratories, 4 ECTS credit projects and seminars on the faculty’s database for exam registration. At the end of the semester you need to get the form „Erasmus+/ Exchange Students Lab, Seminar, Project“ signed at the institute and hand it in to the Exchange/ ERASMUS coordinator. You find this form in the download section on the faculty’s website.

www.elektrotechnik.rwth-aachen.de/cms/elektrotechnik-und-informationstechnik/studium/internationales/~evq
Transcript of Records

At the end of your studies at RWTH Aachen University, you can obtain a Transcript of Records (ToR). Please request this transcript via e-mail or in person of the Student Exchange/ERASMUS Office. Only then your transcript will be issued. Notice that depending on the examination date, results might not be reported to the Student Exchange/ERASMUS Office until the start of the next semester (October and April, respectively). If you need your grades reported urgently for your home institution, please inform us as early as possible.

For the grades of your language course to be added to the ToR, please send a scan of the certificate to the Student Exchange/ERASMUS Office or hand in the original certificate during our office hours.

For labs, projects and seminars to be added, please hand in the aforementioned form.

www.elektrotechnik.rwth-aachen.de/cms/elektrotechnik-und-informationstechnik/studium/internationales/~evq
Checklist

Before the start of the semester

• check semester dates
  start and end of semester, deadlines, holidays

• choose your courses
  information in RWTHonline and faculty website

• find an institute or chair and a supervisor for your thesis (if applicable)
  find a list of partners on the faculty’s website

• register for laboratories, projects and seminars

At the beginning and throughout the semester

Courses

• register your courses at the beginning of the semester

Examinations and Faculty’s Database

• register your examinations
  register via the faculty’s database until Nov 15/ May 15

Thesis

• register your thesis
  register via the faculty’s registration database

• after completing your thesis, fill in the form „Ergebnisdarstellung“, have it signed by your supervisor and hand it in to the faculty’s Student Exchange Office/ ERASMUS

At the end of the semester

• request your Transcript of Records
  request your ToR at the faculty’s Student Exchange/ ERASMUS Office

• hand in a copy of your language certificate
  hand it in at the faculty’s Student Exchange/ ERASMUS office

• contact the International Office (located in the Super C building) to check the completeness of all formalities
Contact

Student Exchange/ ERASMUS Office of the Faculty

Student Exchange Contact
Mail: student-exchange@fb6.rwth-aachen.de
Phone: +49 241 80 27546
Address: Mies-van-der-Rohe Straße 15
Room 221/222
52074 Aachen

Office Hours
Mon-Fri 09.00 - 12.00 a.m.
and by appointment