Welcome!
Information for Erasmus+ and Exchange Students
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 oriented 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 is 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.

Simplified Semester Structure

Winter semester: October 1\textsuperscript{st} - March 31\textsuperscript{st}
Summer Semester: April 1\textsuperscript{st} - September 30\textsuperscript{th}

The academic year at RWTH Aachen University is an annual four part cycle, beginning with the winter semester. Starting in October, it comprises approximately four months of lectures. The summer semester usually starts in April and amounts to three months. In between both lecture periods are two and a half months of non-lecture periods.

Examination Period

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

Examination Registration

Examination registration deadlines are determined by the individual institutes. Once you are enrolled as RWTH student you can look them up in RWTH’s integrated campus management system RWTHonline.
## 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)

| Bachelor Degree Programs | Elektrotechnik, Informationstechnik und Technische Informatik  
Electrical Enigneering, Information Technology and Computer Engineering |
|--------------------------|------------------------------------------------------------------|
|                          | Wirtschaftsingenieurwesen: Elektrische Energietechnik  
Business Administration and Engineering: Electrical Power Engineering |

### Master of Science

| Master Degree Programs | Business Administration and Engineering: Electrical Power Engineering  
(German- and English-taught) |
|------------------------|--------------------------------------------------------------------------------|
|                        | Electrical Engineering, Infomation Technology and Computer Engineering  
(English-taught) |
| Biomedical Systems Engineering |
| Communications Engineering |
| Computer Engineering |
| Electrical Power Engineering |
| Micro- und Nanoelectronics |
| Systems and Automation |
Restrictions apply to Business Administration and Economics 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. Regarding the registration for these courses please refer to the section „Registration for the Courses of the School of Business and Economics“. 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.


www.elektrotechnik.rwth-aachen.de
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 der Master Study Programme *Elektrotechnik, Informationstechnik und Technische Informatik*

4. Select you 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. Business Administration and 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:student-exchange@informatik.rwth-aachen.de">student-exchange@informatik.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](https://www.rwth-aachen.de/connectme) 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 RWTHmoodle, you must have activated your email address. If you have any questions, please contact

servicedesk@itc.rwth-aachen.de

In order to use the virtual learning room RWTHmoodle you must have registered for a course in RWTHonline. For questions concerning its utilization, please visit the RWTHmoodle help page.
Registration for courses from our faculty

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

Registration for courses offered from our faculty - Laboratories, seminars and small projects

Please register via RWTHonline. Manuals for students can be found in the RWTH Wiki. Please note that the manuals are only accessible via the RWTH Aachen University internet network, Eduroam. It can be entered directly, on-site, or via a VPN connection. By contrast, RWTHonline is ready for use outside the university network.

Please note that Erasmus and exchange students cannot use the function „Curriculum Support“. Registration for laboratories, seminars and projects is mandatory. Some labs might be limited to regular degree students, some fill up quite quickly. Sometimes the deadlines for registration are before the beginning of the semester, when exchange/Erasmus students do not yet have access to RWTHonline. If you want to take a lab and your enrollment is delayed so that your registration in RWTHonline is not possible in time, you should contact your supervisor as early as possible.

In general, the successful participation in a laboratory/seminar/project will not be graded (with the exception of the module group „graded seminars“), if needed 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.
Registration for the courses from RWTH School Business and Economics

The information below is only valid for courses offered by the RWTH School of Business and Economics.

You need to register the courses early on the registration platform of the School of Business and Economics.

The platform will be opened about one month before the beginning of the semester, approx. September 1st for winter and March 1st for summer.

As a first step, please create a user account and log in. If you have not received your matriculation number by the time of the deadline you can use a fictional six-digit number. Once you have logged in, please create a record sheet on which you list your personal details and enter the courses of the School of Business and Economics you want to register for (and only those courses, no courses from other faculties). You will have two weeks to select limited Master courses. After the first round of confirmation, there will be a second round for remaining spaces.

You should also try to register for the courses in RWTHOnline. The registration opens around two weeks before semester start. Please check RWTHOnline periodically. However, since you do not belong to the School of Business and Economics, in most cases you will not be able to do so. This is why it is so important to register the database as well.

The registration in the database is still no guarantee for a place in the course!

https://incomings.fb4.rwth-aachen.de/
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.**

https://incomings.fb4.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 submit the signed form to the faculty’s Student Exchange/Erasmus Office for issuing your official transcript of records.

https://www.elektrotechnik.rwth-aachen.de/cms/Elektrotechnik-und-Informationstechnik/Studium/~fht/Internationales/?lidx=1

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Registration for Examinations

Registration for Examinations
You need to register for examinations via RWTHonline. This is not the same as the course registration, but an additional registration process! Manuals for students can be found here:

wiki-intern.rwth-aachen.de/display/RD/Manuals+for+Students

The deadlines for exam registration are published individually for each lecture in RWTHonline.
You can still make changes to your exam selection until the 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. deregister via RWTHonline.
2. notify the faculty’s Student Exchange/Erasmus Office via email.
3. notify the exchange coordinators of other faculties in case of other modules.
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.

For us to be able to issue your official ToR, you need to register online in our faculty’s database.

https://incomings.fb4.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 enter your exams, laboratories, seminars and projects.
To add exams, laboratories, seminars and projects 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 courses. If you do not find a course offered by our faculty in the list, 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.

For us to be able to add exam results from other faculties to your ToR, please add the courses under the section “New External Module”.

Notice that depending on the examination date, results might not be available until the start of the next semester (October and April, respectively).

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 a copy during our office hours.

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
  depending on the registration deadline

At the beginning and throughout the semester

Courses

- register your courses at the beginning of the semester

Examinations and in RWTHOnline and our database

- register your examinations
  be aware of the deadlines

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/Erasmus Office

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: international@fb6.rwth-aachen.de

Phone: +49 241 80 27546

+49 241 80 26951

Address: Schinkelstraße 2
Room 212
52062 Aachen

**Office Hours**

Mon/ Tue, Thu/ Fri 09.00 - 12.00 a.m.
and by appointment