

Information for Erasmus+ and Exchange Students WS 2017/18

WELCOME!

Dear Erasmus+/Exchange Student,

Welcome to the Faculty of Electrical Engineering and Information Technology at RWTH Aachen University. Please read the following information carefully. While we will be present at the Faculty Fair (September 28th) within the framework of the Welcome Week to help you organize your studies, you may want to get some relevant information in advance.

General Information:

Semester dates

Start of Semester October 1, 2017
First Day of Lectures October 9, 2017
Last Day of Lectures February 2, 2018
End of Semester March 31, 2018
Examination period: In general examinations are held in between lecture periods (Feb.-April)
Examination registration (winter semester 2017/18): By November 10, 2017

[Find all the dates on RWTH Website](#)

Contact Persons

Student Exchange/ Erasmus+ coordinator:

Dr. Hermann Wehr, email: wehr@fb6.rwth-aachen.de

Student Exchange/ ERASMUS Office:

Heike Hagena (hagena@fb6.rwth-aachen.de) and

Dr. Hermann Wehr,

student-exchange@fb6.rwth-aachen.de

Phone: 0241 80 27546

Office hours: Mon-Fri 09.00 – 12.00 a.m.

and by appointment

Mies-van-der-Rohe Straße 15, room 221/222,

52074 Aachen



Course choice and course registration

Which courses may I choose?

You may choose courses from all of our faculty's Bachelor's degree and Master's degree programs. Use CAMPUS in order to find information on course content, ECTS, timetables, and contact information: www.campus.rwth-aachen.de

Be sure to choose the right semester in the drop down box in the upper right corner!

[Bachelor's degree program Electrical Engineering, Information Technology and Computer Engineering](#)

[Bachelor's degree program Business Administration and Engineering: Electrical Power Engineering](#)

[Master's degree program Electrical Engineering, Information Technology and Computer Engineering](#)

The fields of study “Communications Engineering”, “Electrical Power Engineering” and “Micro/Nano Electronics” are English-taught.

[Master's degree program Business Administration and Engineering: Electrical Power Engineering](#)

Restrictions might apply to Business Administration Courses.

For the Master's degree program Electrical Engineering, Information Technology and Computer Engineering you find a table of all courses on our [faculty website](#).

If you click on an individual study program, the study plan for this program will open. In this study plan, if you click on the individual module groups, you find short course descriptions in English, even for the German-taught courses. However, this table shows all courses, those offered in the winter semester and also those from the summer semester.

A different number of ECTS credit points might be listed for one and the same course. Erasmus+/Exchange students of the Faculty of Electrical Engineering and Information Technology will be credited with the number of credit points which are listed for the following "Modulreferenzen" (module codes):

Program	Level	Module Code
Elektrotechnik, Informationstechnik und Technische Informatik (Electrical Engineering, Information Technology and Computer Engineering)	Bachelor of Science	BSETITTI-
Wirtschaftsingenieurwesen: Elektrische Energietechnik (Business Administration and Engineering: Electrical Power Engineering)		BSWIEET-
Elektrotechnik, Informationstechnik und Technische Informatik (Electrical Engineering, Information Technology and Computer Engineering)	Master of Science	MSETITTI-
Wirtschaftsingenieurwesen: Elektrische Energietechnik (Business Administration and Engineering: Electrical Power Engineering)		MSWIEET-



How do I find comprehensive information on the individual modules?

Use CAMPUS and browse module handbooks (“Modulhandbücher”). A link can be found on the CAMPUS starting page. Use program codes (see above) to identify a program in Electrical Engineering and Information Technology. Module handbooks are helpful if you wish to take a look at course content, prerequisites for admission, ECTS credits, recommended reading etc.

I found 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. If you cannot establish that a particular module belongs to an electrical engineering program, please check with the faculty coordinators for course admission and exam registration. Some coordinators are listed below:

Faculty	Departmental Coordinator	e-mail
Business and Economics	Ms. Stefanie Spatafora	Stefanie.spatafora@wiwi.rwth-aachen.de or exchangehiwis@wiwi.rwth-aachen.de
Mechanical Engineering	Ms Antje Zimmermann Mr. Timo Merki	international@fb4.rwth-aachen.de
Computer Science	Dr.rer.nat. Dirk Thißen	astube@comsys.rwth-aachen.de

Virtual learning room and building your time table

The RWTH Aachen IT Center offers students a number of services such as internet access, a personal email account, and CAMPUS Office, an online studies planner with which you can build your time table and thus efficiently structure your week: www.campus.rwth-aachen.de/office/.

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 your enrollment number and 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 Campus Office or L2P, the virtual leaning room, 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 L2P you must have registered for a course in Campus Office. Since Erasmus+/ International Exchange students cannot register for a course in Campus Office, please ask the exercise supervisor to register you for the respective learning room. For questions concerning its utilization, please visit www2.elearning.rwth-aachen.de/help/de/students/start

Registration for the courses

Online registration is **not** possible.

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.

Laboratories, seminars and 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. If you would like to obtain a grade, 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: 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)?

Doing project work/Writing a thesis:

If you want to work on a project or write your (Master) thesis at the Faculty of Electrical Engineering and Information Technology, you will have to contact the institutes/chairs directly and find a supervisor yourself. A list of the chairs of the faculty can be found [here](#).

Setting the requirements for your Master's thesis/ project work, the grading, etc. is all done between you and the respective chair. You will not have to register your thesis at the faculty. Once you have finished your thesis/project work, you will have to fill in the form "[Ergebnisdarstellung für Projektarbeiten](#)" (results of project work) and have it signed by the supervising institute/ chair. With this form please come to the faculty's Student Exchange/ ERASMUS Office so that we can issue your official transcript of records.

Registration for examinations:

The registration process for Erasmus+/ exchange students is currently being updated. You will be informed about the process (online registration tool) as soon as the update is finished. The deadline for the registration is November, 10th.

Transcript of records

At the end of your studies at RWTH Aachen University, you can obtain a transcript of records. Please request this transcript via e-mail of the Student Exchange/ ERASMUS Office (student-exchange@fb6.rwth-aachen.de). 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.

How are the German grades converted?

In the transcript, the German grades are converted into ECTS grades:

German grades	ECTS grades
1,0	A
1,3	A
1,7	B
2,0	B
2,3	C
2,7	C
3,0	C
3,3	D
3,7	E
4,0	E
5,0	F