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Information for Exchange Students

Thinking the Future
Zukunft denken

Exchange Office
School of Business and Economics

RWTHAACHEN
UNIVERSITY

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Introduction

Dear students,

Welcome to the School of Business and Economics!
Please read the following information carefully to find out how you can best organize your course schedule during your studies with us.

Information sessions will be taking place at the beginning of your semester but keep in mind that you should have completed your course choice before then.

Please also note that semester dates at RWTH Aachen University may vary from those at your home institution.

Semester dates are published online at www.rwth-aachen.de



MBER

OKTOBER

1 start

2

Tag der Deutschen Einheit

Bild © Stefan Hense

Before mobility



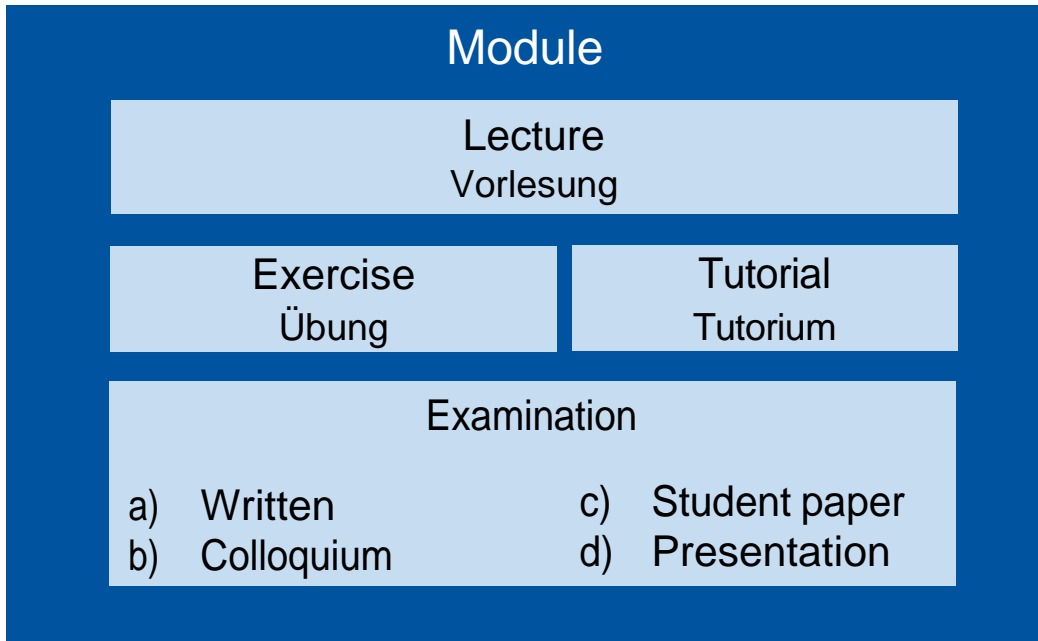
Course structure

For each course a lecture will be held. Some courses additionally include an exercise or a tutorial.

Please note that you only need to sign up for the actual course. You will be automatically registered for any exercises and tutorials.

Usually you have to take a written exam at the end of the semester. Please note that only your results in the exam will determine your final grade as there are usually no mid-term exams

Students may also be examined by having to write a paper or hold a presentation. Class participation may also be part of the final grade.



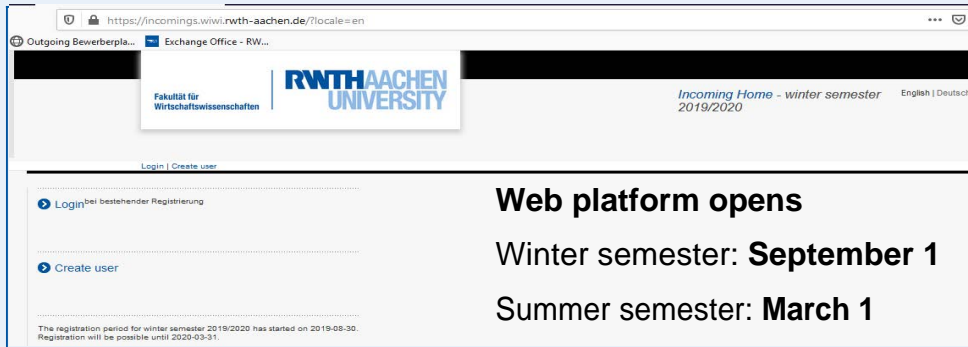
Course registration

Once you have been nominated by your home university, you will receive an email with a user account for our web platform. You must register your courses via this platform.

Nomination by the home university

Receipt of an email with a user account for our web platform

Login with your user account and create a Record Sheet on which you have to list your personal information and choose your courses



Web platform opens
Winter semester: **September 1**
Summer semester: **March 1**

- You can choose up to 4 courses which have limited participation
- Please note the following deadlines for the course registration:

Winter semester:

Courses with limited participation: September 30

Courses without limited participation: Oktober 10

Sommer semester:

Courses with limited participation: March 30

Courses without limited participation: April 10

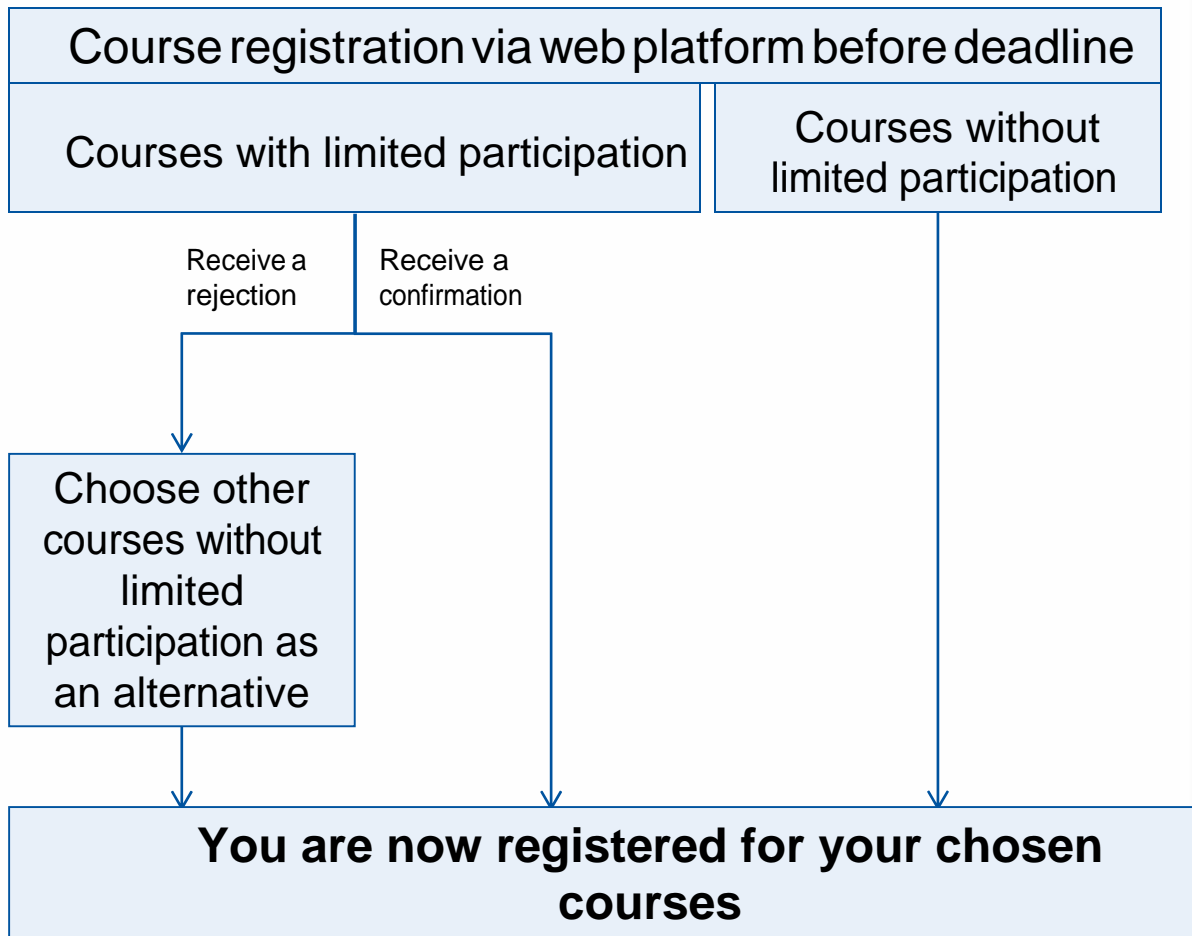


Course confirmation

If you have chosen courses which have limited participation, you will not receive a confirmation email until about one week after the course registration deadline (September 30th and March 30th, respectively).

If you have chosen courses which do not have limited participation, you will be automatically registered for those courses.

Please make sure that there are no overlaps in your timetable.



s1ueCard Ausgabe



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During **mobility**



Learning Agreement

If you need to change your original Learning Agreement, please wait until your course registration process has been completed.

You can send the document to incomings@wiwi.rwth-aachen.de and you will get a scanned version of the signed document back.



Exam registration

In order to register for exams, please visit the web platform.

Please note the following:

- In order to register for an exam, you have to be already registered for the respective course.
- Your Record Sheet represents your exam registration. You will be registered for all exams which are listed in your Record Sheet after the deadline (see below).
- If you decide not to take a course that you have registered for during course registration, you can cancel it by yourself by deleting it from your Record Sheet before the exam registration deadline.

After the deadline, exams can only be cancelled up to 3 workdays prior to the scheduled exam date (Saturday is not considered to be a workday).

- Please use the “Exam Cancellation Sheet” that you can find on the Exchange Office’s website if you need to cancel any exams.
- If you fail to cancel your exam in time, a “failed” entry will be shown on your Transcript of Records.

If you do not pass the first exam and want to be registered for the second exam date, please fill out the “Exam Enrollment Sheet” for the second exam.

Exam registration deadline:

Winter semester: November 30

Summer semester: May 31



Certificate of study abroad

If you need a certificate of your study abroad, please contact the Incoming Student Services in the International Office

(incomings@wiwi.rwth-aachen.de). Please note the following things:

- ERASMUS students need a certificate for their home university and for the ERASMUS scholarship.
- Your home university may have their own requirements for the information on the certificate.

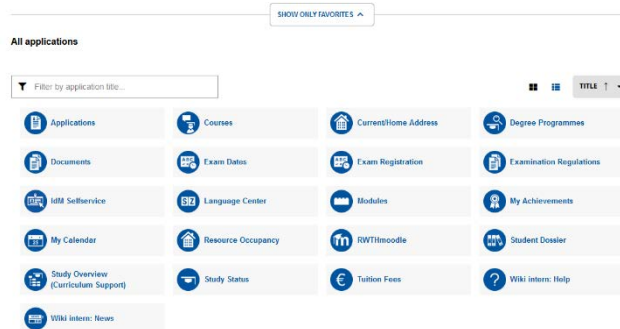
You can also contact the International Office concerning application to and registration with RWTH Aachen University, health insurance, visa requirements, and general costs and finances.



After your Enrollment

RWTH online is an online learning platform where you can create your timetable.

- To sign in you have to use your TIM-identification that you receive after enrollment.
- Be aware that it might take some time after you registered for a course before you have access to that course



You will receive your own RWTH email address after your enrollment

- To sign in you have to use your TIM-identification@rwth-aachen.de (e.g.: ab123456@rwth-aachen.de)
- This email address will be used to send you general information about your courses and the University

In order for your BlueCard to be issued, you must transfer the semester fee after enrolling, activate your IT services, and then upload a photo via your RWTH self-service account. After a few days you will receive an email and can then pick up the card from the [BlueCard Service Point](#).

You can use your BlueCard to...

- Borrow books at the library
- Pay at dining halls and cafeterias

German language courses

German Summer School

Time frame:	August
Language level:	A2 – C1
Course fee:	✓

RWTH EURO Course:

Time frame:	September, 4 weeks, 20 h/week
Language level:	Placement test is mandatory
Course fee:	✓
Additional:	After a final exam, you continue with an appropriate semester course

Semester Course:

Time frame:	During lecture periods
Language level:	Placement test is mandatory
Course fee:	None





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After mobility



Transcript of Records

At the end of your semester at RWTH Aachen University, you will receive a Transcript of Records for your completed course and examination achievements.

All grades will immediately be shown on the web platform (Record Sheet).

As soon as all your grades have been published, you will receive a digital version of your Transcript via email. The original document will be sent to your home university via regular mail.

Please note that some exam results might not be submitted to the Exchange Office before the start of the next semester (May and November, respectively).

If this is too late for you, please inform us as early as possible.

