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Welcome

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 here.
Before the mobility
Course structure and examination

For each course, one lecture is given. Some courses additionally include an exercise or a tutorial. You usually need to sign up for the course and the tutorial/exercise on bachelor level. At the end of the semester, you have to take a written exam. Please note that only your results in the exam will determine your final grade, as there are usually no mid-term exams. Often the final grade of master courses consists of an exam (70%) and a presentation (30%). Class participation may also be part of the final grade. More detailed information about the grading scheme is available on the individual course content pages.
Course registration

In order to successfully register for our courses, you must observe the following steps:
First, you have to complete your enrolment process with our International Office, and then you will get access to RWTH online.

The next step will be the registration on our platform. The platform will be opened about one month before the beginning of the semester, approx. September 1st for winter and March 1st for summer. After creating an account on our platform, please select the courses you want to register for.
You will have two weeks to select your limited master courses. After the first round of confirmation, there will be a second round for left over spaces.
In addition, you also have to choose your courses in RWTH online. The registration opens around two weeks before semester start. Please check RWTH Online periodically. A short guide on how to navigate and enrol for courses is available here.

Should there still be problems with the enrolment process please contact us asap.
Language courses

Besides regular lectures, you are able to enrol in language courses offered by our Language Center. Therefore, a separate registration via their platform is necessary.

A few things to note:

• Registration and placement tests usually commence at the beginning of the semester. Deadlines will be posted on the website of the Language Center.

• All courses but German are free of charge.

• Courses will be awarded with either three or six ECTS, depending on their contact hours.

• Places are limited, and attendance cannot be guaranteed
Course Confirmation

The attendance limited master courses will be confirmed by us around two weeks prior to semester start and you will be enrolled by us. All other courses, registered via RWTH Online, will be confirmed by mail. Please keep in mind that the confirmation will be sent to your RWTH mail address.

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

Limited master courses (platform)  Unlimited master courses and bachelor courses

Receive a rejection  Receive a confirmation

Choose alternatives during second round

You are now registered for your chosen courses
During the mobility
Exam registration

Please use RWTH Online to register for exams. A step by step is available [here](#). The school of business and economics has two examination periods in one semester. In case you should fail your exam during the first period, you can retake it later.

Please note the following:

- You can only register for an exam if you are already registered for the respective course.

- Exam registration deadlines may vary from course to course. Please pay close attention to E-Mails received in RWTHmoodle.

- 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.

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

In case you do not pass the first exam, please register for the second exam date in RWTHonline. If you fail to cancel your exam in time, a “failed” entry will be shown on your Transcript of Records.
After the mobility
Certificate of study abroad

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

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 Incoming student service if you have questions concerning application to and registration with RWTH Aachen University, health insurance, visa requirements, and general costs and finances.
At the end of your semester at RWTH Aachen University, you will receive a Transcript of Records for your completed course and examination achievements.

As soon as all your grades have been published, you will receive a digital version of your Transcript via mail. Furthermore, the original can be collected directly at our office or will be send to your coordinator if necessary.

Please note that some results of exams taken during the second period might take a while to be published e.g., results of exams taken in September might be published mid-October. Therefore, we recommend you to take all exams during the first period, especially if you are dependent on your transcript for further studies.
FAQ

• What is RWTHonline?
  RWTHonline is the University’s integrated campus management system, which supports the most important processes in the student life cycle – from application to graduation.

• What is RWTHmoodle?
  RWTHmoodle is the central web-based learning platform of the RWTH Aachen University. Its virtual course rooms offer a wide range of functions for the implementation of digital teaching formats. The platform can be flexibly expanded thanks to a variety of plug-ins from the Moodle open source community.

• What is the database/platform?
  In our database we store additional information about course and exam registration to provide you with the transcript of records at the end of your studies in Aachen.