



Information for Exchange Students

Course Choice, Exam Registration, Formalities

Thinking the Future
Zukunft denken



Fakultät für
Maschinenwesen

RWTHAACHEN
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Dear exchange student,

Welcome at the Faculty of Mechanical Engineering. Please read the following information carefully. While there will be info sessions towards the beginning of the semester, you may want to organize your course schedule in advance.

Please be aware that semester dates at RWTH Aachen University will vary from those at your home institution!

Semester dates are published online:

www.rwth-aachen.de - Academics - During Your Studies - Semester Dates

Note that the examination period in Mechanical Engineering lasts until the end of the semester! Usually, exams cannot be re-arranged to meet your departure dates! They can only be changed after consultation and in accordance with the responsible person of the course.

I) Course Choice and Course Registration

Which courses may I choose?

You may choose courses from all of our undergraduate and graduate programs. Use our online course catalog CAMPUS in order to find course information, ECTS, timetables, and contact information:

www.campus.rwth-aachen.de

Please be aware that some courses offered by our Business School offer only a limited amount of places. Unfortunately, these courses cannot be attended by exchange students enrolled at the Faculty of Mechanical Engineering. A list of these courses is available on the websites of the Business School's Exchange Office.

Registration for exams will be explained in the second chapter!

Do I have to attend lectures, seminars, laboratories etc?

Note that while attendance is normally not compulsory, it may be required in some laboratories or seminars as a pre-condition for exam participation. In other cases, if a bonus point system is used, attendance may provide you with bonus points, which may give you extra points in the exam. Attendance regulations are normally announced in one of the first sessions. Please, always make sure to clarify attendance rules with the respective lecturer.



How do I know whether a course belongs to the Faculty of Mechanical Engineering or not?

CAMPUS marks course modules with codes, informing a student on whether a particular module belongs to his/her program. Codes for German-taught programs in mechanical engineering are as follows:

Program	Level	Code
Maschinenbau	Bachelor of Science	BSMB
Wirtschaftsingenieurwesen (Maschinenbau)		BSWIMB
Computational Engineering Science		BSCES
Technik-Kommunikation		BSTK
Allgemeiner Maschinenbau	Master of Science	MSALLGMB
Energietechnik		MSEnT
Entwicklung und Konstruktion		MSEuK
Fahrzeugtechnik und Transport		MSFzTuT
Kunststoff- und Textiltechnik		MSKuTT
Luft- und Raumfahrttechnik		MSLRT
Produktionstechnik		MSPT
Verfahrenstechnik		MSVT
Wirtschaftsingenieurwesen (Maschinenbau)		MSWIMB
Computational Engineering Science		MSCES
Automatisierungstechnik		MSAT
Technik-Kommunikation		MSTK

English-Taught Programs

Admission to courses belonging to the following programs must be discussed with the respective professor in charge at the beginning of the semester!

Program	Level	Code
Automotive Engineering	Master of Science	MSAE
Simulation Sciences		MSSiSc
Computer-Aided Conception and Production in Mechanical Engineering*		MSCAME
Production Systems Engineering*		MSPSE
Management and Engineering in Production Systems*		MSMME
Textile Engineering*		MSTexE

*Programs offered through the RWTH International Academy. Admission must be discussed with individual professors and may be denied. Course information can be found online at master-mechanical-engineering.com!

How do I find comprehensive information on which modules belong to a particular program?

Use CAMPUS and browse module handbooks ("Modulhandbücher"). A link can be found on the CAMPUS start page. Use program codes (see above) to identify a program in mechanical engineering. Module handbooks are helpful if you wish to take a look at course content, prerequisites for admission, ECTS, recommended reading etc.

I found a course module – but it is not offered in any of the mechanical engineering programs. May I still take this course?

As far as non-mechanical engineering courses are concerned, these should only make up a maximum of 40% of your course choice. Furthermore, you must obtain permission by the respective faculty coordinators. This holds true even if you already have a signed Learning Agreement at hand at the time of your arrival.

Economics, electrical engineering and civil engineering are the programs most popular among our exchange students. The coordinators are listed below:

Faculty	Departmental Coordinator	E-Mail
Economics	Ms. Stefanie Spatafora	stefanie.spatafora@wiwi.rwth-aachen.de
Electrical Engineering	Dr. Hermann Wehr	wehr@fb6.rwth-aachen.de
Civil Engineering	Ms. Jasmin Haverkamp	haverkamp@fb3.rwth-aachen.de

If you have trouble identifying a coordinator in another faculty (e.g. Architecture), please contact the International Office.

May I take courses from the Biomedical Engineering M.Sc. program?

Unfortunately, you may not participate in courses only offered in this program by the Medical School of RWTH Aachen University.



II) Learning Agreements, Exam Registration („Prüfungsanmeldung“) and Formalities

What is a Learning Agreement?

A Learning Agreement is a form of contract between you, the exchange student, and us, the exchange coordinators. It serves to guarantee the award of credits for successful completion of course modules.

Some exchange programs, such as ERASMUS, require a Learning Agreement, while other programs do not. Even if your home university does not commit you to sign such an agreement, we strongly recommend it.

How does exam registration work?

For participation in exams, you are obliged to register with the International Relations Division of the Faculty of Mechanical Engineering. The deadline is November 30th for the winter term and May 31st for the summer term.

To register, please create a user account on www.incomings.fb4.rwth-aachen.de.

Once logged in, please create a Record Sheet on which you list your personal information (such as contact details), and choose your exams. You can still make changes to your exam selection until the above-mentioned deadlines.

Do I need to register for...

...lectures and tutorials?

For most lectures and tutorials in mechanical engineering, no registration is required. Information on start dates and lecture halls can be found through CAMPUS or on notice boards of the respective chairs. Please speak with the responsible person of the course at the beginning of the lecture period to get access to the online-learning tool “L2P”. On L2P you usually find uploaded course materials such as slides, scripts or exercises.

Other regulations may apply in courses not offered by our faculty (e.g. in other departments such as civil engineering, economics etc.), for which reason you would have to consult departmental coordinators in those departments.

...practical laboratory courses (“Labore”)?

For participation in practical laboratory courses, registration is mandatory. Registration usually takes place in the first or second week of the lecture period, or even, for some courses, already in advance (check, for example, “Messtechnisches Labor” or “Automotive Engineering – Practical Course”). Please retrieve exact dates from the notice boards or homepages of the respective institutes.

How can I de-register from an exam (“Prüfungsabmeldung”)?

You can de-register from an exam until three workdays prior to the scheduled exam date. Saturday is considered a workday.

Students wishing to de-register from an exam are obliged to...

1. notify the respective institute and assistant in charge of the exam.
2. notify the International Relations Division of Faculty 4 by e-mail.
3. notify exchange coordinators of other faculties (if applicable).

Before de-registering from an exam, make sure you have consulted your exchange coordinator at home! If you fail to de-register from an exam in time, a “failed” entry will show on your Transcript of Records. Less than three days before the exam or if you have to leave during the exam itself, you have to hand in an official doctor’s certificate at the International Relations Office of Faculty 4 to be de-registered.

How do I find dates of exams (“Prüfungstermine”)?

Exams will take place after the lecture period. The list of examination dates is available via CAMPUS. If you have trouble finding the correct exam date, please contact the institute in charge directly. Exam dates are fixed – if you wish to prepone an exam, or to re-schedule the date otherwise, please consult the professor in charge of your exam directly.

Note: Exams in mechanical engineering take place once a semester. In other subject areas, such as economics, both an early and a late exam date may exist. We will always register you for the first date. If you prefer the second exam date, please inform us and the other faculty’s exchange coordinator.

Can I take an oral exam as an exchange student (“Mündliche Prüfung“)?

Only few courses end with an oral examination. Sometimes, written exams can be replaced by an oral exam for exchange students. However, professors are not obliged to offer such alternative modes of examination.

If you wish to have an oral examination rather than taking the written exam, please get in touch with the professor in charge of your exam very early in the semester!

What do I need to do in order to work on a project, a Bachelor or a Master thesis? (“Projekt, Bachelor- oder Masterarbeiten“)

If you wish to write a student project work or a bachelor or master thesis, you should adhere to the following proceedings:

1. Search for a topic through notices from the chairs or through requesting topics from the institutes.
2. Plan the work with an RWTH supervisor.
3. Before beginning your work: With the supervisor’s help, fill in the schedule for the project work or the thesis on the record sheet for exchange students. Please remember to have your supervising professor sign your sheet. Please download the record sheet at:
www.maschinenbau.rwth-aachen.de - Academics - International - Exchange Students (incomings)
4. Consult your home institution regarding the accreditation and supervision of the project work or thesis. After completing your project work or thesis, the supervising professor will fill in the grade and sign the record sheet. Ask your professor to send it to the International Relations Office of Faculty 4 or bring the original record sheet to us personally during our office hours.

Which formal requirements do exist for compiling a scientific paper/thesis?

Formal requirements vary from discipline to discipline or even from institute to institute. Since meeting the formal requirements may have influence on your grade, it is very important to acquire information on these regulations before you hand in your work. Sometimes the respective institutes may provide this information on their websites or through scripts or handouts. Most times, though, consulting your supervisor in this regard is essential.

Should you like to use the logo of RWTH Aachen University or one of its institutes in your thesis, be aware that you need a permission to do so. The exact regulations and a downloadable application form for using the university logo are available on the following website:

www.rwth-aachen.de - Academics - During Your Studies - Exams & Final Theses - Tips About Papers and Written Projects

Transcript of Records (“Notenbescheinigung”)

At the end of your studies at RWTH Aachen University, you can obtain a transcript of records (in English) for your completed course and examination achievements (examinations, certificates of achievements and practical laboratory courses). Please request this transcript via e-mail of the Faculty of Mechanical Engineering’s International Relations Division. Only then your transcript will be issued.

Notice that exam results might not be reported to the International Relations Division until the start of the next semester (May and November, respectively). If you need your grades reported urgently for your home institution, please inform us as early as possible. Usually, Transcripts of Records will be issued at the beginning of the following term only.

Questions? Concerns? Problems?

The International Relations Division at the Faculty of Mechanical Engineering will be glad to assist you during your stay at RWTH Aachen University.



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Tuesdays and Thursdays, 13:00-15:00h
Room 203
Please arrange an appointment via our online ticket
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Contact Us

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