Information for Exchange Students
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Dear exchange students,

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!

We wish you a pleasant stay in Aachen.

Kind regards,
Your Incomings Team
Course Choice

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

online.rwth-aachen.de

Registration for exams will be explained in the third 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 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.

Attention: Due to the Covid-19 pandemic, some lectures might be offered digitally. You will receive more information via RWTHmoodle once you register for courses on RWTHonline, as explained on the next page.
Do I need to register for lectures and tutorials?

Information on start dates and lecture halls can be found through RWTHonline. Please register for your courses via RWTHonline, since this will give you access to the online learning tool “RWTHmoodle”. If you have not registered by the beginning of the lecture period, please talk to the responsible lecturer to get access to RWTHmoodle. On RWTHmoodle 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.), which is why you would have to consult departmental coordinators in those departments.

Do I need to register for 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 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.
<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maschinenbau</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Wirtschaftsingenieurwesen (Maschinenbau)</td>
<td>Master of Science</td>
</tr>
<tr>
<td>Computational Engineering Science</td>
<td></td>
</tr>
<tr>
<td>Technik-Kommunikation</td>
<td></td>
</tr>
<tr>
<td>Allgemeiner Maschinenbau</td>
<td></td>
</tr>
<tr>
<td>Energietechnik</td>
<td></td>
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<tr>
<td>Entwicklung und Konstruktion</td>
<td></td>
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<tr>
<td>Fahrzeugtechnik und Transport</td>
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<tr>
<td>Kunststoff- und Textiltechnik</td>
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<tr>
<td>Luft- und Raumfahrtstechnik</td>
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<td>Produktionstechnik</td>
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<td>Verfahrenstechnik</td>
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<td></td>
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<tr>
<td>Technik-Kommunikation</td>
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</tbody>
</table>
How do I know whether a course belongs to the Faculty of Mechanical Engineering or not?

In RWTHonline, click on the application „Modules“ and type in the title of the course you are looking for. The category „Organisation“ tells you which faculty a course belongs to.

English-taught programs

For an instruction on how to find English-taught modules in RWTHonline, please follow this link: [http://www.maschinenbau.rwth-aachen.de/go/id/zbg - Courses in English](http://www.maschinenbau.rwth-aachen.de/go/id/zbg - Courses in English)

English-taught programs in mechanical engineering:

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Engineering</td>
<td>Master of Science</td>
</tr>
<tr>
<td>Simulation Sciences</td>
<td></td>
</tr>
<tr>
<td>Computer-Aided Conception and Production in Mechanical Engineering*</td>
<td></td>
</tr>
<tr>
<td>Production Systems Engineering*</td>
<td></td>
</tr>
<tr>
<td>Management and Engineering in Production Systems*</td>
<td></td>
</tr>
<tr>
<td>Textile Engineering*</td>
<td></td>
</tr>
<tr>
<td>Robotic Systems Engineering*</td>
<td></td>
</tr>
<tr>
<td>Networked Production Engineering*</td>
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</tbody>
</table>

*Programs offered by the RWTH International Academy. Admission must be discussed with individual professors and may be denied. Course information can be found online at [www.master-mechanical-engineering.com](http://www.master-mechanical-engineering.com)
How do I find comprehensive information on which modules belong to a particular program?

In RWTHonline, use the application “Modules” and type in the title of the course you are looking for. Then click on the search result, go to „Position in curriculum“ and find a list of the study programs which the module belongs to. Use the tables on pp. 8-9 to identify a program in mechanical engineering. This is also a good way to find out about 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. Their exchange coordinators can be contacted using the following e-mail addresses:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>E-Mail</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>Electrical Engineering</td>
<td><a href="mailto:student-exchange@fb6.rwth-aachen.de">student-exchange@fb6.rwth-aachen.de</a></td>
</tr>
<tr>
<td>Civil Engineering</td>
<td><a href="mailto:international@fb3.rwth-aachen.de">international@fb3.rwth-aachen.de</a></td>
</tr>
</tbody>
</table>
If you have trouble identifying a coordinator in another faculty (e.g. Architecture), please check on the following website or contact the International Office.

[www.rwth-aachen.de/go/id/febz](http://www.rwth-aachen.de/go/id/febz)

Unfortunately, you may not participate in courses only offered in the M.Sc. Biomedical Engineering offered by the Medical School of RWTH Aachen University.

Please be aware that some courses of our study programs offered by the 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.

[www.wiwi.rwth-aachen.de/go/id/gioq](http://www.wiwi.rwth-aachen.de/go/id/gioq)

## Learning Agreements

### 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.

The deadline for changes to your Learning Agreement is the same as for exam registration.
Exams

How does exam registration work?

Exam registration is done via RWTHonline. Please use the application „Exam Registration“, search for the title of the exam and register.

Please note: It is very important that, in addition to registering for exams via RWTHonline, you create an account on our Incomings platform and add all of your exams to your record sheet:

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

If you fail to register on this platform, we will not be able to issue a transcript of records for you at the end of your stay!

In order to register for exams of the School of Business and Economics, please create an additional account on their platform and select the exams you plan to take in the category „internal modules“:

🔗 https://incomings.wiwi.rwth-aachen.de

How can I deregister from an exam (“Prüfungsabmeldung”)?

You can deregister from an exam via RWTHonline until three workdays prior to the scheduled exam date. Saturday is considered a workday.

Please make sure to also delete the exam from your record sheet on the Incomings platform.

Before deregistering 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. If you want to de-register 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 the Faculty of Mechanical Engineering 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 RWTHonline. If you have trouble finding the correct exam date, please contact the institute in charge directly.
Note: Exams in mechanical engineering take place once a semester.

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

Written exam dates cannot be re-arranged to meet your departure dates. A 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!
Scientific Work

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 by looking through notices from the institutes or by requesting topics from the institutes.
2. Plan the work with an RWTH supervisor.
3. Consult your home institution regarding the accreditation (if applicable) and supervision of the project work or thesis.
4. 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 - Incomings

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 the Faculty of Mechanical Engineering or bring the original record sheet to us personally during our consultation 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](www.rwth-aachen.de - Academics - During Your Studies - Exams & Final Theses - Tips About Papers and Written Projects)

Transcript of Records

At the end of your studies at RWTH Aachen University, you can obtain a transcript of records for your completed course and examination achievements. Please request this transcript by sending an e-mail to the Faculty of Mechanical Engineering’s International Relations Division. Only then your transcript will be issued. The transcript can be sent to you by e-mail or by post. Note 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.

For the grades of your language courses to be added to your transcript, please send a scan of the certificate to international@fb4.rwth-aachen.de or hand in the original certificate during our consultation hours.
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.

Vera Mattner
International Relations Coordinator

Seda Sancaktar
International Relations Coordinator
Our Address
Faculty of Mechanical Engineering
International Relations Division
Eilfschornsteinstraße 18
52056 Aachen

Consultation Hours
Tuesdays and Thursdays, 13:00-15:00h
Room E00
Please arrange an appointment via our online ticket system:
www.timeacle.com/business/index/id/409

Attention: Due to the Covid-19 pandemic, we cannot offer personal consultation hours at the moment. You can reach us via phone (0049 241-80-77301) on Tuesdays and Thursdays, 13:00-15:00h.

Contact Us
E-mail: international@fb4.rwth-aachen.de
www.maschinenbau.rwth-aachen.de/internationales