



# Welcome to the Faculty of Mechanical Engineering

# Outline

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## Regulations for Exchange Students

Course Choice & RWTHonline

Course Registration

Exam Registration

Project Work

Transcript of Records

## Student Exchange Office

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Where and how do I find courses?

## Course Choice

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### Our international exchange students have access to:

- courses from all of our degree programs
- courses from all other departments
- language courses
- research projects (project work, thesis work)

# Course Information

## RWTHonline

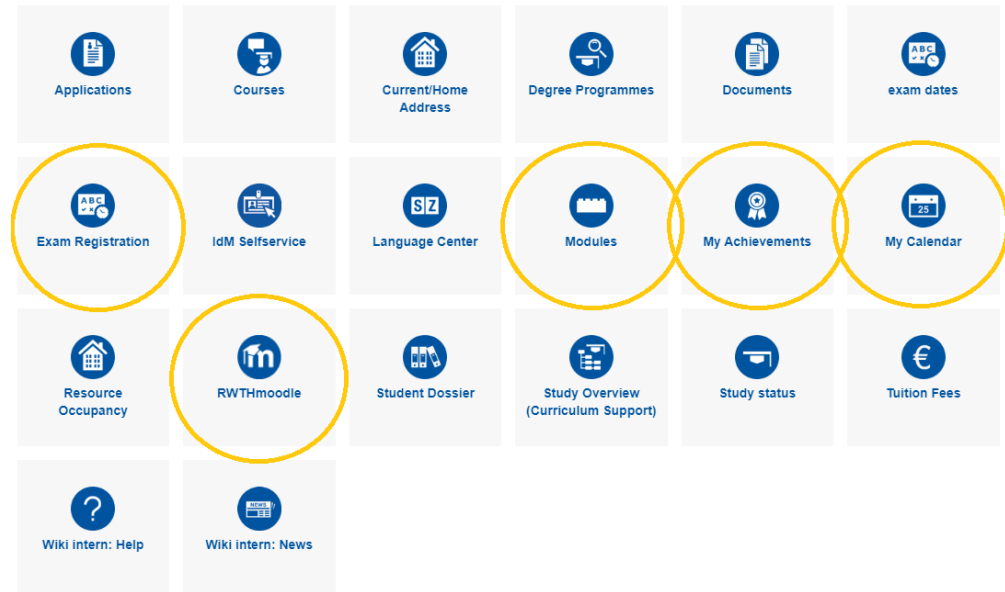
Online course catalogue  
Timetables  
ECTS information  
Course description  
Exam dates

## Module Handbooks

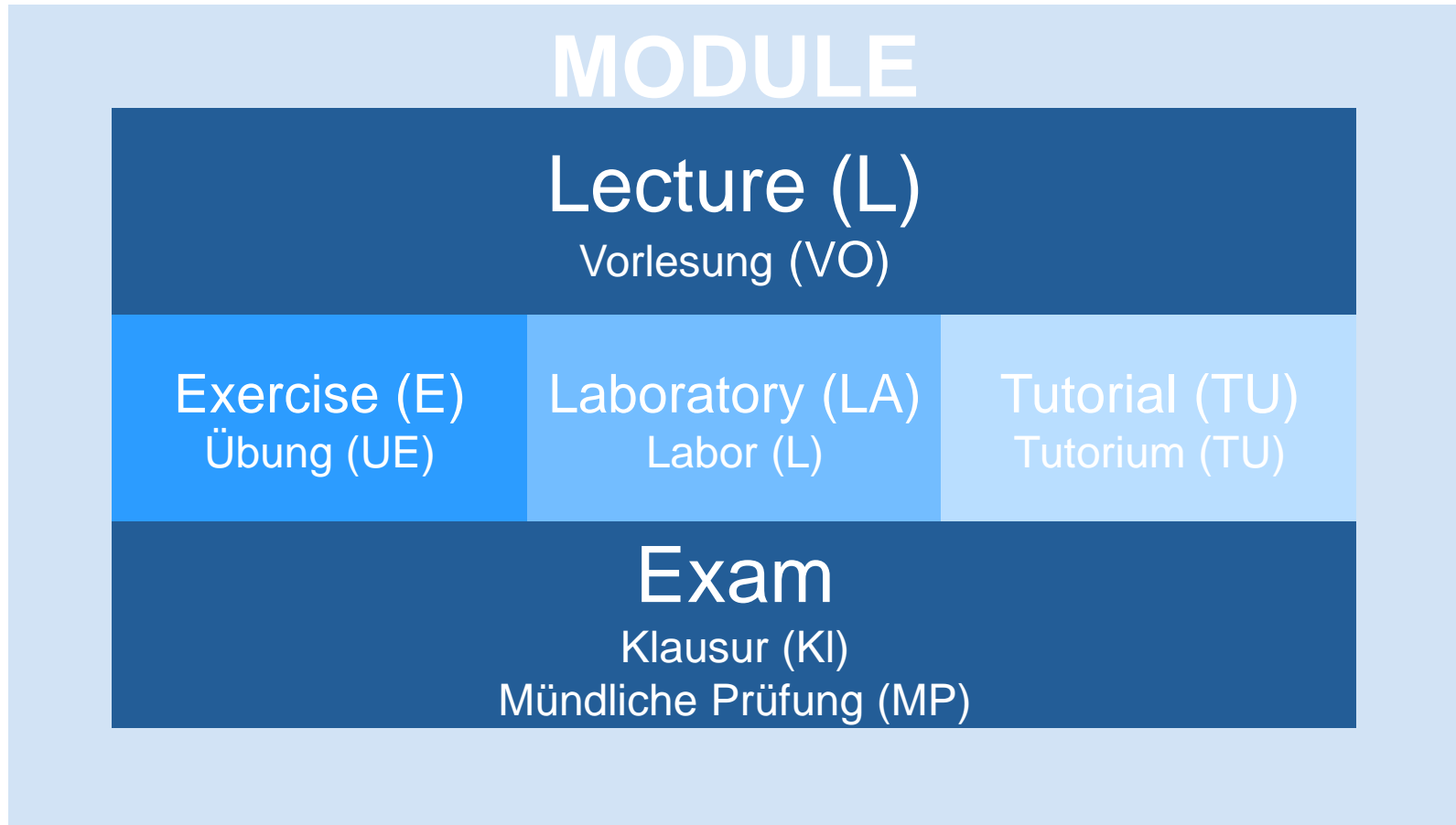
Detailed course descriptions  
Course syllabus  
Prerequisites  
Literature

## RWTHmoodle

Learning Tool  
Course Materials



<https://online.rwth-aachen.de>



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Do I need to register for courses?

## Course offered by...

## What to do?

**Mechanical Engineering**

- Register via RWTHonline to get access to RWTHmoodle

**Mechanical Engineering**  
(Programs of International Academy)

- Register via RWTHonline
- Obtain consent by professor
- Max. 3 courses per semester

**Not offered by the Faculty of  
Mechanical Engineering**

- Register via RWTHonline
- Obtain consent by departmental coordinator



# Departmental Exchange Coordinators

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School of Business and Economics

incomings@wiwi.rwth-aachen.de

Faculty of Electrical Engineering

student-exchange@fb6.rwth-aachen.de

Faculty of Civil Engineering

international@fb3.rwth-aachen.de

**For exchange coordinators of other faculties, please contact the central International Office at SuperC.  
(<http://www.rwth-aachen.de/go/id/febz>)**

Will you need a Transcript of Record at the end of your stay?

**Create an account in our Incomings database:**

<https://incomings.fb4.rwth-aachen.de>

Create account – Create new Record Sheet – Add your modules / exams

Internal Modules

External Modules

Language Courses

Theses/Projects

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How do I register for an exam?

## Please be aware that...

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**... exams at RWTH are fully comprehensive.**

**... finals usually consist of a written exam.**  
Oral exams may be offered to international students.

**... your performance on exam date is what determines your grade.**  
Usually, there are no mid-terms!

**... you may write exams in English only if the lecturer agrees.**

**... exam dates are fixed.**  
Only in rare circumstances will they be rescheduled to meet your semester schedule.

**... the examination period at RWTH stretches across the entire „vorlesungsfreie Zeit“  
(February and March).**  
Please schedule your departure accordingly.

**... if you have difficulties in a particular course, the professor and their staff may assist you during office hours.**

# Exam Registration

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## When?

**Registration Deadline: January 15<sup>th</sup>** (registration opens November 15<sup>th</sup>)  
January 15<sup>th</sup> is also the deadline for changes to your Learning Agreement!

## Where?

**RWTHonline**

# Exam Registration at the School of Business and Economics

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## When?

**Registration Deadline: please contact respective coordinator**

# Do Not Forget!

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Exams at other departments may require special registration procedures (e.g. registration via their respective student exchange office)!

If professors in mechanical engineering announce special registration procedures, these should always be adhered to.

Oral exams must be registered with the respective professor / institute staff.

Once exam registration has happened, the Learning Agreement will be final!

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## Research Work



## Research Work

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Research work needs to be arranged by the student:

First, identify institutes whose research interests match your own (visit <https://www.maschinenbau.rwth-aachen.de/go/id/xaw> for an overview).

Our institutes regularly publish available project work online (<http://www.rwth-aachen.de/go/id/cmjw>).

Contact the respective professor or assistant via e-mail, or go see them during office hours.

Some institutes offer study counseling – you may inquire during these sessions whether projects in your field are available.

# Research Work

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## Important Information

- There are three different types of research projects:

Project Work ("Projektarbeit")	6 Weeks, 10 CP
Bachelor Thesis ("Bachelorarbeit")	8-10 Weeks, 15 CP
Master Thesis ("Masterarbeit")	18-22 Weeks, 30 CP

- In order to document your research project, it is necessary that you fill in the **Record Sheet** and submit it after finishing your work (<http://www.maschinenbau.rwth-aachen.de/go/id/zbg>)

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# Transcript of Records

# Transcript of Records

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Transcripts of Records will be issued after successful completion of your exchange semester at RWTH.

Please notify us in advance if you need your Transcript at the time of departure or shortly thereafter.

Please hand in your certificates for language courses once you receive them from the Sprachenzentrum.

Generally, Transcripts will be issued only on your request!

# Useful Information:

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- An **instruction on how to find English-taught lectures** can be found on our website (<http://www.maschinenbau.rwth-aachen.de/go/id/zbg>)
- You may **not** participate in courses that are offered by the program **Biomedical Engineering M.Sc.**
- You can still make **changes to your exam selection** until the respective deadline
- You can **deregister** from an exam until **three work days** prior to the exam
- If you deregister less than three days prior and do not hand in a **medical certificate**, a „Failed“ entry will show on your transcript
- **Exams** in Mechanical Engineering take place only **once per semester**
- The **Confirmation of Stay Abroad** is issued by the **International Office** at SuperC

# Student Exchange Office

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## Student Exchange Office

Julia Costa, Seda Sancaktar  
Eilfschornsteinstr. 18, 52062 Aachen  
international@fb4.rwth-aachen.de



## Consultation Hours

Tuesday (on-site): 1pm-3pm

Important: Please book a ticket in advance on [this website!](#)

Thursday (via telephone): 1pm-3pm

tel.: +49 241-80-77301

Visit

[www.maschinenbau.rwth-aachen.de](http://www.maschinenbau.rwth-aachen.de)  
for more information!

# Mentoring & Psychological Counselling at the Faculty of Mechanical Engineering

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- **What do we offer?**
  - ❖ mentoring & psychological counselling
  - ❖ individual, voluntary, free of charge, confidential
  - ❖ mentoring: study-related topics, e.g. learning strategies, study and career planning, motivation, time management
  - ❖ psychological counselling: personal topics, e.g. coping with stress, overcoming exam anxiety, support in difficult personal situations
- **How do the mentoring/ psychological counselling appointments take place?**
  - ❖ individual one-to-one meetings, approx. 45-60 min.
- **How do I make an appointment for counselling?**
  - ❖ online via our [appointment booking tool](#) (website!)
  - ❖ via e-mail ([mentoring@fb4.rwth-aachen.de](mailto:mentoring@fb4.rwth-aachen.de), [psyberatung@fb4.rwth-aachen.de](mailto:psyberatung@fb4.rwth-aachen.de))
- **Where can I find more information about this counselling service?**
  - ❖ website: <https://www.maschinenbau.rwth-aachen.de/go/id/fgmi>  
(Here you can also find a discussed presentation of our counselling services! 😊)

# Thank you for your attention!