



Welcome to the Faculty of Mechanical Engineering

Outline

Regulations for Exchange Students

Course Choice & RWTHonline

Course Participation

Exam Registration

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Student Exchange Office

Course Choice for Exchange Students

Course Choice

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

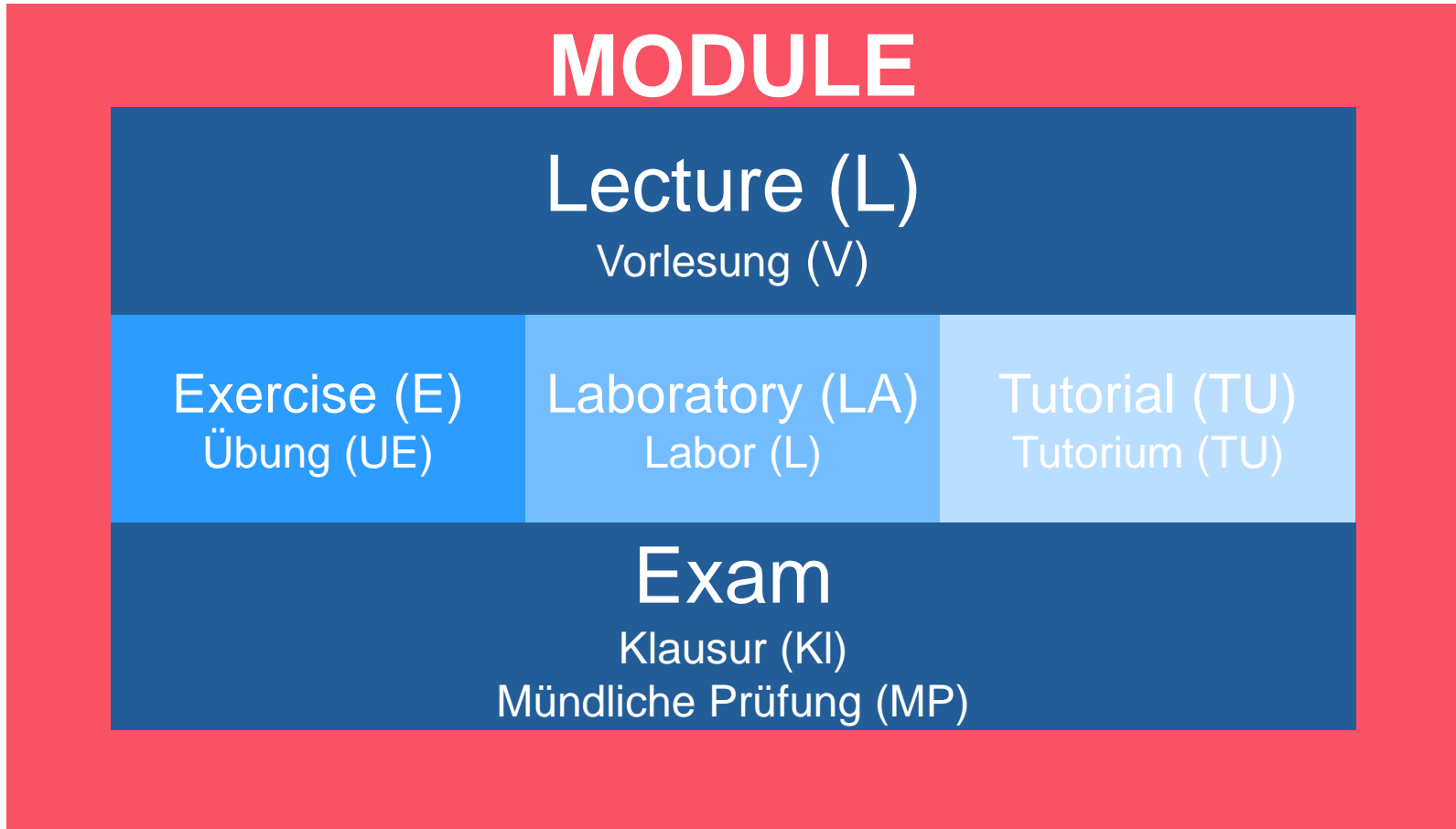
RWTHmoodle

Learning Tool
Course Materials



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

Course Participation



Course Participation for Exchange Students

Course Type	What to Do
Mechanical Engineering	<ul style="list-style-type: none">• Register via RWTHonline to get access to RWTHmoodle<ul style="list-style-type: none">• Show up to first session• Labs: Register in advance
Mechanical Engineering (Programs of International Academy)	<ul style="list-style-type: none">• Register via RWTHonline• Obtain consent by professor in first session
Not offered by the Faculty of Mechanical Engineering	<ul style="list-style-type: none">• Register via RWTHonline• Obtain consent by departmental coordinator

Departmental Exchange Coordinators

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>)**

Exam Registration

Please be aware that...

... exams at RWTH are very 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

When?

Registration Deadline: January 15th (registration opens October 7th)
January 15th is also the deadline for changes to your Learning Agreement.

Where?

RWTHonline

Additionally, make sure to add your exams to our Incomings database:
<https://incomings.fb4.rwth-aachen.de>

Create account – Create new Record Sheet – Add your exams

Internal Modules

External Modules

Language Courses

Theses/Projects

Exam Registration at the School of Business and Economics

When?

Registration Deadline: September 26th

Note: Always create an account on the Incomings platform of the Faculty of Mechanical Engineering!

Where?

School of Business and Economics: <https://incomings.wiwi.rwth-aachen.de>

Create account – Create new Record Sheet – Register for exams by adding them as „internal modules“

Do Not Forget!

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 followed.

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

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

Project Work

Project work needs to be arranged by the student.

First, identify institutes whose research interests match your own
(visit www.maschinenbau.rwth-aachen.de 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 him/her
during office hours.

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

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/zbjg>)

Transcript of Records

Transcript of Records

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:

- A **list of 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
- RWTHonline support: rwthonline@rwth-aachen.de

Student Exchange Office

Student Exchange Office

Vera Mattner, Seda Sancaktar, Farah Jumpertz
Kackertstraße 9, 52072 Aachen
international@fb4.rwth-aachen.de



Office Hours

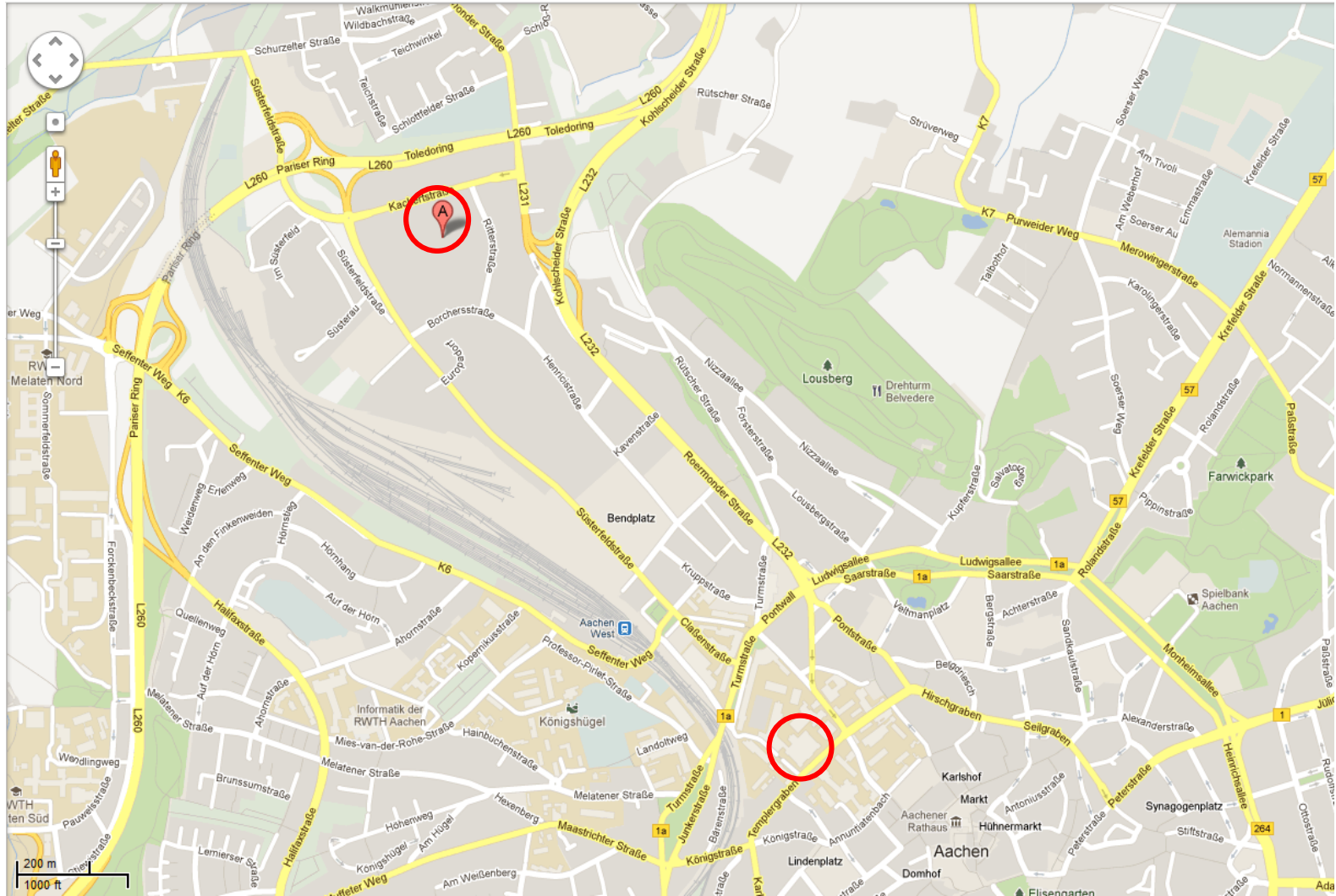
Tuesday and Thursday: 1pm-3pm, Room 203

(only after booking an appointment via our online ticket-system:
<https://timeacle.com/business/index/id/409>)

Visit

www.maschinenbau.rwth-aachen.de
for more information!

How to find us



Thank you for your attention!