

Information for Exchange Students

Welcome!

Welcome to the Section Materials Science and Engineering! Upon your arrival here in Aachen you might have a lot of questions which we would like to answer on the following pages. Moreover, there are several people who will be more than happy to answer your questions and help you with your concerns and problems:

International Office of RWTH Aachen University
Antonia Vietz
Templergraben 56
52056 Aachen
Stud.incoming-erasmus@zhv.rwth-aachen.de

Departmental coordinator of MuW (materials science and engineering)
Nadine Loose
Turmstraße 46, room 007
52056 Aachen
ReferentMuW@rwth-aachen.de
(0241) 80-98078

Office hours:

Tuesdays and Thursdays, 11am to 12 pm, Intzestraße 1, room 128

We wish you all a very pleasant time at RWTH Aachen University!

Course Choice

You may choose courses from all undergraduate and graduate programs belonging to MuW.

The Campus Office System marks examination regulations and corresponding modules with codes:

Program	Code
Materialwissenschaften (B.Sc.)	BSMatwis
Materialwissenschaften (M.Sc.)	MSMatWis
Werkstoffingenieurwesen (B.Sc.)	BSWstl
Werkstoffingenieurwesen (M.Sc.)	MSWstl
Wirtschaftsingenieurwesen Werkstoff- u. Prozesstechnik (B.Sc.)	BSWIWPT
Wirtschaftsingenieurwesen Werkstoff- u. Prozesstechnik (M.Sc.)	MSWIWPT
Metallurgical Engineering (M.Sc.) – english	MSMetE

Admission to the individual modules (especially those belonging to other faculties, like Business Administration and Mechanical Engineering) must be discussed with the respective professor at the beginning of the semester (1st lesson of lecture).

For non-materials science and engineering courses, you must obtain permission by faculty coordinators. Please contact your departmental coordinator with regards to this issue before handing in your Learning Agreement.

Course and Exam Registration

Unfortunately, exchange students cannot apply online for courses via the CampusOffice system. Therefore, we have prepared a "Docket (Laufzettel) for Exchange Students". You will use this document in order to register for courses and exams. In the first column, you fill in the name of the respective course. In the following four columns the respective lecturer or tutor has to sign that you have "registered" successfully and that you are allowed to take the lecture/tutorial/laboratory/exam. The column on the right-hand side serves to proof the mark and credits you have achieved in the exam. It has to be filled in, signed and stamped by the responsible person of the specific institute. After completing and having filled in all the (necessary) columns, you must present the docket to your departmental coordinator in order to receive a Transcript of Records. This should be the case after you finished all your exams and the respective institute has filled in and signed the last column. Please, be aware that your name (Ms./Mr. xxx), date of birth (xx/xx/xxxx), matriculation number (xxxxxx) and the semester (WS xx/ SS xx) in which you took the exams/stayed in Aachen need to be filled in. Further information might be provided on a separate sheet of paper. The docket will be sent to you during the second half of September by you departmental coordinator via email. If you plan to only attend courses but do not wish to sit for the exam (or you do not pass it), please be aware that we cannot grant you any credits. To proof that you attended the lectures etc., please use the "Documentation of Attendance".

Project, Bachelor and Master Thesis

The following procedures apply if you wish to write a thesis:

1. Search for a topic through the internet, blackboards of chairs or contact the chairs directly.
2. Plan the work with an RWTH supervisor. You are responsible yourself for finding a supervisor before we might be able to sign your Learning Agreement.
3. With the supervisor's help, fill in the "Documentation of Research Projects", before starting your work.
4. Consult your home university regarding the accreditation and supervision of your thesis. After the completion of your project work/thesis the supervising professor will fill in the grade and sign your record sheet.

Transcript of Records

At the end of your studies in Aachen you might obtain a Transcript of Records where all your attended and passed courses are listed with obtained credits and grade. Please request this transcript during office hours or via email. Make sure to hand in your completed docket.

If you plan to only attend courses but do not wish to sit for the exam (or you do not pass it), please be aware that we cannot grant you any credits. To proof that you attended the lectures etc., please use the "Documentation of Attendance".

We are ready to assist you!

ReferentMuW@rwth-aachen.de