Information for Nominees 2022/23
Faculty of Civil Engineering
Topics

• International Exchange Office Faculty of Civil Engineering
• To-Dos regarding your semester abroad
• Recognition of Academic Achievements Completed Abroad
• Becoming a RWTH Ambassador

• Information about the Erasmus+ Programme
International Exchange Office Faculty of Civil Engineering

Contact Details
Room 106.1, Mies-van-der-Rohe-Str. 1
Web: [www.fb3.rwth-aachen.de/internationales](http://www.fb3.rwth-aachen.de/internationales)
Mail: [international@fb3.rwth-aachen.de](mailto:international@fb3.rwth-aachen.de)
Phone: 0241-8027787

Consultation Hours
Wednesdays and Thursdays 10-12 a.m.
only via Zoom (Please check the Faculty's Services Times)

Nathaly Bejarano Serrano
Program Manager, Int. Coordinator

Miriam Kohns (a.), Alison Freischkowsi, Nora Hofmann (b.)
Student Assistants
To Do – Before the mobility

• Apply at the university Abroad
  - Wait for Information of Host University
  Observe the applications deadlines!

  - Check Profile of Host University ([Partner Universities](#)) to prepare application documents. Some certificates may be issued by us (language certificates)

  - You may need to submit 2 Learning Agreements
    - One for application to Host University
    - One for payout of Erasmus Scholarship
To Do – Before the mobility

…and also

• Apply for BAföG
• Arrange insurances
  – Tip: Group Insurances DAAD
• Visa for the country of destination
  – Observe current restrictions! (Covid19, Ukrainian conflict)
• Deregister at the Registration Office
• Apply for Leave of Absence at RWTH
• Important: Always stay enrolled at RWTH!
• Improve language skills
• Document the academic recognitions
Additional Information

For Nominees in Non-Erasmus+ Partner Universities

• Group Advising Sessions

Exchanges in Times of Pandemic: What if…

• …the travel restrictions persist?
• …I cancel the mobility?
• …the Host University cancels the mobilities?
Recognition of Academic Achievements Completed Abroad

Important Websites

- Steps, Documents and Contact persons
- Recalculation of Grades Earned for Studies and Exams Abroad

Important Documents

- Recognition request (E-Mail for course content assessment)
- Control Sheet Course Recognition (Laufzettel/Formblatt für Anerkennungen)
- Online Learning Agreement (Only for Erasmus+ Nominees)
- Application for recognition of examination results from a temporary stays abroad

For Nominees at Non-European Universities:
Conversion of Credit Points to ECTS is done by the Examination Board
# Laufzettel Anerkennung von Prüfungsleistungen

## Control Sheet Course Recognition

### Vorname Name
First Name Last Name

### Matrikelnummer Student ID Nr.

### Name der externen Hochschule Name of the external University
Aristotle University of Thessaloniki

<table>
<thead>
<tr>
<th>Verwandt die externe Hochschule mit der RWTH?</th>
<th>Ja Yes</th>
<th>Nein No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Extre Leistungen External Achievements</th>
<th>Interne Leistungen Internal Courses</th>
<th>Es konnte keine wesentlichen Unterschiede festgestellt werden. Die Anerkennung wird befürwortet. <em>(Datum, Unterschrift und Stempel)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kurzname Course Name</td>
<td>Kürzel (falls vorhanden) Abbreviation (if known)</td>
<td>Credit Points</td>
</tr>
<tr>
<td>Engineering Geology ( /1700 )</td>
<td>6 Grundlagen Felsmechanik Fundamentals of Rock Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Deep Excavations and Earth Retaining Structures ( \text{TG0300} )</td>
<td>5 Grundbau Vertiefung Foundation Deepening</td>
<td>5</td>
</tr>
</tbody>
</table>

*Gemäß §13 Absatz 1 der Übergreifenden Prüfungsordnung (ÜPO) ist eine Prüfungsleistung anzuerkennen, „sofern hinsichtlich der erworbenen Kompetenzen kein wesentlicher Unterschied zu den Leistungen bestehen, die ersetzt werden.“ Es ist nicht möglich Zusatzleistungen an der RWTH als Bedingung für eine Anerkennung zu definieren.  

*According to §13 (1) of the general examination regulations (ÜPO) academic achievements are recognized by the responsible Examination Board “provided there is no significant difference (with regard to the tested competencies) to the equivalent examinations for which they are substitutes.” It is not possible to define additional academic achievements at RWTH Aachen University as a stipulation for recognizing external academic achievements.*
Module „Meaningful supplement subjects from studies abroad“

• Available for:
  – B.Sc. BauIng (Elective Course)
  – M.Sc. BauIng (Shell 3)
  – M.Sc. UIW (Elective Course)
  – M.Sc. MoVe (Shell 3)
  – M.Sc. SuMWE (from WS 2020-21)

• Recognition of up to 10 ECTS/CP
• One or more courses

• Requirements:
  – Reference to your own course of studies and the chosen specialisation
  – Supplementing the content of one's own curriculum
  – Accredited university and adequate study programme
  – Level is appropriate
## Recognition – Contact Person

<table>
<thead>
<tr>
<th>Type of Recognition</th>
<th>Who is responsible for verifying the recognition?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition for a module from your curriculum (1 to 1 recognition)</td>
<td>The institute at RWTH that offers the equivalent course. List of contact persons under <a href="#">Recognition of Examination Performances</a>.</td>
</tr>
<tr>
<td>Free elective courses, language courses or for the module &quot;meaningful supplement&quot;. (Wahlmodul, Sprachkurse, Sinnv. Fachl. Erg.)</td>
<td>The academic coordinator. Request to the Faculty´s International Office (<a href="mailto:international@fb3.rwth-Aachen.de">international@fb3.rwth-Aachen.de</a>)</td>
</tr>
<tr>
<td>Free complement in WiWi-Block (for M.Sc. Business Admin. - Civil Eng.)</td>
<td>The WiWi Institutes/academic coordinators. Inquiries to <a href="#">Faculty 8</a> submitting “<a href="#">form for reviewing the content comparability for business and economic modules</a>”.</td>
</tr>
<tr>
<td>Free Elective Modules (freies Wahlfach)</td>
<td>no verification required</td>
</tr>
</tbody>
</table>
Recognition of modules from abroad

Steps for Recognition

1. Inform yourself and compare
2. Enquire and get the modules checked
3. Document
4. Attend courses & Pass exams
5. Apply for recognition
6. Recognition, Conversion of grades and CPs
Ambassadors of the RWTH abroad

As an ambassador of the RWTH abroad...

- help international students to spend time abroad at the RWTH Aachen University
- For example, participate in information events for students at your host university
- Actively participate in university life
- Help us to continue growing our student exchange

If required, we support you with information material, e.g.

- Presentations about the RWTH and the faculty
- Flyers and brochures for future exchange students
- Information about the English courses offered by our faculty
- Become an RWTH ambassador abroad
Any Questions so far?
Erasmus+ – Who is Responsible?

International Office of the Faculty of Civil Engineering – Nathaly Bejarano

- Assistance with application to the host university
- Assistance in completing the Online Learning Agreement
- Signature (Online) Learning Agreement
- Assistance in recognition process

Erasmus Outgoing Student Support (EOSS) from the International Office RWTH Aachen – Amelie Meiners

- Payout of Erasmus+ Scholarship
- Erasmus+ Deliverables (Grant Agreement, financial database, OLA, Confirmation of Arrival,…)

Host University

- Questions about the requirements and the application process
- Identification of contact persons in the Faculties/Departments/Schools
- Course Selection & Language Courses
- Habitation
Erasmus+ – Scholarship

• Award for Erasmus study place = Award for Erasmus scholarship
  - **Exception:** Students with DAAD or EU funding

• Additional Funding: Foundations, education fund (Germany scholarship), education loan, BÄföG abroad possible in addition to Erasmus

• Financing only of the period of study - confirmed by the partner university via “Confirmation of Stay Abroad”

• Scholarship amount depends on country group

• Higher rate of support for students with special needs (disabled, single parents with children) and use of sustainable means of transport
Erasmus + – Scholarship

Details of the payout in times of Pandemic

• Regular Exchange:
  In host-country; Presential, Blended, Online attendance ➡️ 100% Funded

• Blended Mobility:
  Online attendance of courses from Germany; Examinations in host-country ➡️ Funding only for time of stay abroad

• Online Mobility:
  No travel, no Expenses! ➡️ No funding
Allocation of countries to country groups

Estimated funding rate for 1 semester (4 months)

LG1: ci. 2400 € (ci. 600€/month)
LG2: ci. 2160 € (ci. 540 €/month)
LG3: ci. 1960 € (ci. 490 €/month)
Erasmus+ – Before the Mobility

• Please apply at the partner university
  **Attention:** Observe the deadlines of the partners!

! Please submit the **fully signed** OLA on time to the IO
  (at the latest two weeks before mobility)

• **End April/ May 2022 (for exchange in winter 22/23)**
  Email from Erasmus Outgoing Student Support (EOSS) with:
  – Request for registration in the financial database
  – Checklist of Erasmus+ Deliverables

! Generously lay out the planned period of stay in OLA and Financial Database

• **2nd - 3rd quarter 2022**
  Email with Information and invitation to take the Online Language Test (in working language)

• Estimated deadlines for the Grant Agreement
  – in July for mobilities in WiSe 2022/2023;
  – in November for mobilities in SoSe 2023

**Important!**
Check your RWTH mailbox regularly. You will receive important e-mails about your Erasmus+ scholarship from Amelie Meiners (erasmus.outgoing@zhv.rwth-aachen.de.)
Before the Mobility – Registration in the financial database

Example (monthly funding modality):

Online registration information (Grant Agreement):
10.09.22 - 31.01.2023 (= 4 months funding period)

Residence confirmation:
01.09.22 - 31.01.2023 (= 5 months duration of stay, but 4 months funding period, as stated in the Grant Agreement)

- Request semester data from the International Office of the partner university or use the academic calendar from the previous year as a reference.
- Generously assign the planned period of stay (expect repayments)
Erasmus+ – Extension

• Only at the same partner university

• Extended period needs to follow the current stay. Example: planned stay is the winter semester 22/23, extension will be the summer semester 2023

• The total length of stay of 12 months may not be exceeded.

• Only with the consent of the Erasmus Coordinator at RWTH and the host university

• Extension of Erasmus scholarship is not guaranteed

• New “Online Learning Agreement for Changes” needed (should be handed out to EOSS at least 1 month before the end of current exchange)
Erasmus+ – After the Mobility: Deliverables (for EOSS)

- Confirmation of stay abroad (issued by the host university)
- Certificate of enrolment
- Online language test
- EU Survey Online Questionnaire
- Free Experience Report
- Transcript of Records of the host university (SuMWE students are a special case)
- Certificate of module recognition (not to be compared with the Laufzettel!)

IO verifies these data. If necessary, reclaim of overpaid Erasmus scholarship
Erasmus+ – After the Mobility

- Partial reimbursement of Erasmus grant in the event of shorter period of stay
- Complete reimbursement of the Erasmus scholarship if the Deliverables are not fulfilled by the deadline
- Partial reimbursement of the Erasmus scholarship if at least 15 ECTS/semester have not been achieved
- 0 ECTS points = 0 € scholarship

Last Quarter 2023: Scholarship Certificate
Online Learning Agreement (OLA)

Online Learning Agreement (OLA) Before the Mobility

• Agreement between students, partner and home university

• Regulates course selection and recognition

• Prerequisite for the ERASMUS scholarship
  – Choose ci. 30 ECTS per semester at host university
  – At least 15 ECTS per semester must be passed at the host university

• Passed and recognized achievements are determined after the mobility by the transcript of records of the host university and the recognition certificate of the home university.

• If less than 15 agreed ECTS are achieved, the scholarship must be paid back proportionately. Special exemptions are only possible in justified and immediately reported exceptional cases.
Online Learning Agreement (OLA)

OLA-Support website for Students

• From WiSe 2021/2022 use of OLA only! Some exceptions may apply.
• Preparation of the OLA is time-consuming and required signatures can take time
• Start arrangement with good time in advance (2-3 months before Mobility)
• Deadline to send OLA to Erasmus Outgoing Student Support:
  ▪ 2 weeks before start of Mobility

Step-by-step completion guide for the OLA

• Changes in the original OLA are possible
• Deadline for changes: 7th week after start of Mobility

Step-by-step completion guide for OLA for Changes

You are responsible for completing and obtaining the signatures in time and for sending it to EOSS
# Online Learning Agreement Before the Mobility: Contact Information

## Higher Education Learning Agreement for Studies

**Academic Year:** 2021/2022

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Gender</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Mustermann</td>
<td>Max</td>
<td>1998-09-2</td>
<td>Germany</td>
<td>Male</td>
<td>Bachelor or equivalent first cycle (EQF level 6)</td>
<td>Building and civil engineering (0732)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Faculty /Department</th>
<th>Erasmuscode (if applicable)</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHEINISCH-WESTFAELISCHE TECHNISCHE HOCHSCHULE AACHEN</td>
<td>Faculty 3, Building and civil engineering /</td>
<td>D AACHEN01</td>
<td>Aachen</td>
<td>Germany</td>
<td>Nathaly Bejarano / <a href="mailto:international@fb3.rwth-aachen.de">international@fb3.rwth-aachen.de</a></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Receiving Institution</th>
<th>Name</th>
<th>Faculty /Department</th>
<th>Erasmuscode (if applicable)</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norwegian University of Life sciences</td>
<td>Faculty of civil engineering /</td>
<td>N AS03</td>
<td>Aas</td>
<td>Norway</td>
<td>Tonje Nore / <a href="mailto:tonje.nore@nmbu.no">tonje.nore@nmbu.no</a> /</td>
<td></td>
</tr>
</tbody>
</table>
Online Learning Agreement Before the Mobility: Table A

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn / spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS311</td>
<td>Environmental Management and Sustainability Reporting</td>
<td>Second semester (Summer/Spring)</td>
<td>5</td>
</tr>
<tr>
<td>THT311</td>
<td>Water Resources Management and Treatment Technologies</td>
<td>Second semester (Summer/Spring)</td>
<td>10</td>
</tr>
<tr>
<td>THT271</td>
<td>Treatment of Water and Sewage: Basic Course</td>
<td>Second semester (Summer/Spring)</td>
<td>10</td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: https://
## Online Learning Agreement Before the Mobility: Table B

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn / spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
<th>Automatic Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>THT311</td>
<td>Ich verfüge bereits über die für mein Studium erforderliche Anzahl an Credits und benötige nicht alle der im Ausland erzielten Credits oder ich verzichte auf die Anerkennung der erworbenen ECTS.</td>
<td>First semester (Winter/Autumn)</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>THT271</td>
<td>Fachfremde Kurse (z.B. Sprachkurse) gehören nicht zum Studienplan und können daher nicht anerkannt werden.</td>
<td>First semester (Winter/Autumn)</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [https://](https://)

Provisions applying if the student does not complete successfully some educational components: [https://](https://)
Online Learning Agreement Before the Mobility: Signatures

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email / Phone</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Max Mustermann</td>
<td><a href="mailto:max.mustermann@rwth-aachen.de">max.mustermann@rwth-aachen.de</a></td>
<td>Student</td>
<td></td>
<td>Max M.</td>
</tr>
<tr>
<td>Responsible person at the Sending Institution</td>
<td>Nathaly Bejarano Serrano</td>
<td><a href="mailto:international@fb3.rwth-aachen.de">international@fb3.rwth-aachen.de</a></td>
<td>Responsible person at the Sending Institution</td>
<td></td>
<td>NBS</td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution</td>
<td>Incoming</td>
<td><a href="mailto:international@nmbu.no">international@nmbu.no</a></td>
<td>Responsible person at the Receiving Institution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Online Learning Agreement for Changes

<table>
<thead>
<tr>
<th>Table A2 During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester</th>
<th>Added or Deleted component</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
</table>

Exceptional changes to Table A

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)
Responsibilities

Before the Mobility
- Grant Agreement (send personally to the International Office)
- Online Language Test (OLS)
- Online Learning Agreement

During the Mobility
- Confirmation of Arrival + Proof of travel (if applicable)
- Online Learning Agreement for Changes (in case of changes/extension)

After the Mobility
- Confirmation of Study Abroad
- EU-Online-survey
- Experience Report
- Final Online Language Test (OLS)
- Transcript of records of host university
- Certificate of recognition of courses
Erasmus – Additional Websites

• Website IO (www.rwth-aachen.de/erasmus)
• Experience reports (www.rwth-aachen.de/erfahrungsberichte)
Have fun with the further planning!