Information for Nominees 2020/21
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

Topics

- Semester Abroad
- Internship abroad
- International Experiences here at RWTH Aachen
- Recognition of Academic Achievements
  Completed Abroad
- Financing Opportunities
- International partnerships

Contact

Room 106.1, Mies-van-der-Rohe-Str. 1
Web: www.fb3.rwth-aachen.de/internationales
Mail: international@fb3.rwth-aachen.de
Telephone: 0241-8027787

Open Office Hours:
Wednesday: 10 a.m. to 12 p.m. and Thursday 10 a.m. to 12 p.m.
To Do – Before the mobility

- Apply at the university Abroad
- Apply for BAföG
- Arrange insurances
  - Tip: Group Insurances DAAD
- Visa for the country of destination
- Deregister at the Registration Office
- Apply for Leave of Absence at RWTH
- Important: Always stay enrolled at RWTH!
- Improve language skills
- If applicable: Register your stay abroad
- Document academic recognition
Recognition of Academic Achievements Completed Abroad

Important Documents

• Recognition request (E-Mail for course content assessment)
• Control Sheet Course Recognition (Laufzettel)
• Learning Agreement
• Application for recognition of examination results from a temporary stays abroad

Important Websites

• Steps, Documents and Contact persons
• Recalculation of Grades Earned for Studies and Exams Abroad
• Group Advising Sessions
# Laufzettel: Anerkennung von Studienleistungen

Dieses Formular dient der Vorbereitung der Anerkennung von im Ausland erbrachten Studienleistungen.

## 1. Persönliche Angaben

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nachname</td>
<td></td>
</tr>
<tr>
<td>Vorname</td>
<td></td>
</tr>
<tr>
<td>Telefonnummer</td>
<td></td>
</tr>
<tr>
<td>Studiengang</td>
<td>Umwelttechnikwissenschaften</td>
</tr>
<tr>
<td>Gasthochschule</td>
<td>Universidade do Porto</td>
</tr>
<tr>
<td>Dauer des Auslandaufenthaltes</td>
<td>1 Semester</td>
</tr>
</tbody>
</table>

## 2. Studienvorhaben im Ausland und an der Heimathochschule

In der nachfolgenden Tabelle werden die Studienleistungen im Ausland und an der Heimathochschule mit den Studienleistungen aus dem Studienplan gegenübergestellt, für die diese anerkannt werden sollen.

<table>
<thead>
<tr>
<th>Studienleistung/en an der Gasthochschule</th>
<th>Kürzel (falls vorhanden)</th>
<th>ECTS CP</th>
<th>Studienleistung im Studienplan</th>
<th>ECTS CP</th>
<th>Die Anerkennung wird befohren. Datum, Unterschrift und Stempel Lehrstuhl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Treatment Technologies and Systems</td>
<td>EA0077</td>
<td>6</td>
<td>Abwasserreinigung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solid Waste Treatment Technologies and Systems I</td>
<td>EA0037</td>
<td>6</td>
<td>Aufbereitung fester Abfallstoffe</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

* RWTH Aachen University
  - Faculty of Civil Engineering
Module „Meaningful supplement subjects from studies abroad“

• „Meaningful supplement subjects from studies abroad“
• New Module since WS 2018-19
• Available for:
  – 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
• 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</td>
<td>Responsibility lies with the institute that offers the course that is to be replaced. A list of contact persons can be found on our website. <a href="#">Recognition of Examination Performances</a></td>
</tr>
<tr>
<td>Recognition for free elective courses, language courses or for the module &quot;meaningful supplement&quot;.</td>
<td>The responsible person is the academic coordinator. The request as to whether recognition is possible is made through the Office for International Affairs.</td>
</tr>
<tr>
<td>Recognition as a free complement in WiWi-Block from the M.Sc. Wirt.-Ing. Civil Eng.</td>
<td>The WiWi Institutes/academic coordinators are responsible. Inquiries can be made via Faculty 8 with the “form for reviewing the content comparability for business and economic modules”.</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 notes 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 and commitment
- 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
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 Learning Agreement
- Signature Learning Agreement (LA)
- Assistance in preparing for recognition

International Office RWTH Aachen – Adriane Sehlinger

- Erasmus+ Scholarship
- Requirements and Responsibilities (financial database, Grant Agreement, LA, ...)

Host University

- Questions about the application and the application process
- Identification of contact persons
- Course Selection & Language Courses
- Habitation
Erasmus+ – General Information

- Temporary studies abroad (min. 3 - max. 12 months), no degree obtained
- Academic recognition of academic achievements abroad
- Multiple mobility: Participation in the Erasmus programme is possible in every study phase (Bachelor, Master, doctorate), maximum 12 months per study phase.
- Waiving of tuition fees at partner universities
- Erasmus scholarship
Erasmus+ – Scholarship

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

- Funding through foundations, education fund (Germany scholarship), education loan, BAFöG 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)
Allocation of countries to country groups

Estimated funding rate for 1 semester (4 months)

LG1: ci. 1800 € (ci. 450 €/month)
LG2: ci. 1560 € (ci. 390 €/month)
LG3: ci. 1320 € (ci. 330 €/month)
Erasmus+ – Before the Mobility

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

• **Mid April 2020/ May 2021**
  You will receive an Email from International Office with a request for registration in the financial database

Tips:
• Generously lay out the planned period of stay

• Please submit the complete Learning Agreement on time
  (at the latest two weeks before mobility)

• **2nd quarter 2020 / 3rd quarter 2020**
  You will receive an Email with Information and a invitation to take the online language test to prepare for your stay abroad (working language)

• Estimated deadlines for the Grant Agreement (Original)
  – in July 2020 for WiSe 20/21;
  – in November 2020 for SoSe 21
Before the Mobility – Registration in the financial database

Example (monthly funding modality):

Online registration information (grant agreement):
10.09.20 - 31.01.21 (= 4 months funding period)

Residence confirmation:
01.09.20 - 31.01.21 (= 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 semester data from the previous year as a reference.

Generously assign the planned period of stay (expect repayments)
Erasmus+ – After the Mobility

- Confirmation of stay abroad (by the host university)
- Certificate of enrolment
- Online language test
- EU Survey Online Questionnaire
- Free Experience Report
- Transcript of Records of the host university
- Certificate of module recognition

Verification of these data and, if necessary, reclaim of the overpaid Erasmus scholarship
Erasmus+ – After the Mobility

- Partial reimbursement of Erasmus grant in the event of shorter periods of stay
- Complete reimbursement of the Erasmus scholarship if the obligations 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 2021: Scholarship Certificate
Erasmus+ – Extension

- Only at the same partner university
- Extended period needs to follow the current stay. Example: planned stay is the winter semester 20/21, extension will be the summer semester 21
- 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
Your semester abroad: Documents before mobility

Learning Agreement Before the Mobility

• Agreement between students, partner and home university

• Regulates course selection and recognition

• Prerequisite for the ERASMUS scholarship
  – Choose 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 CPs are achieved, the scholarship must be paid back proportionately. Special permits are only possible in justified exceptional cases.
Learning Agreement Before the Mobility: Page 1

Higher Education - Learning Agreement for Studies

To be completed **BEFORE THE MOBILITY**
It is mandatory to send this part of the Learning Agreement to the International Office of the RWTH Aachen University (stud.outgoing-erasmus@zhv.rwth-aachen.de) **two weeks prior to the start of the study period** at the partner university otherwise the Erasmus grant cannot be approved.

### The Student

<table>
<thead>
<tr>
<th>Last name(s)</th>
<th>Schmachtenberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s)</td>
<td>Gerlinde</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01.02.1990</td>
</tr>
<tr>
<td>Nationality</td>
<td>German</td>
</tr>
<tr>
<td>Sex</td>
<td>Female</td>
</tr>
<tr>
<td>E-mail (RWTH mail account)</td>
<td><a href="mailto:gerlinde.schmachtenberg@rwth-aachen.de">gerlinde.schmachtenberg@rwth-aachen.de</a></td>
</tr>
<tr>
<td>Department</td>
<td>-</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty of Civil Engineering</td>
</tr>
<tr>
<td>Field of Education</td>
<td><a href="http://ec.europa.eu/education/tools/edc-f_en.htm/0732">http://ec.europa.eu/education/tools/edc-f_en.htm/0732</a></td>
</tr>
<tr>
<td>Study cycle</td>
<td>M.Sc.</td>
</tr>
<tr>
<td>Academic year (study period abroad)</td>
<td>2017/18</td>
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</tbody>
</table>

### The Sending Institution

<table>
<thead>
<tr>
<th>Name</th>
<th>RWTH Aachen University, International Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Templergraben 57, 52062 Aachen</td>
</tr>
<tr>
<td>Contact person</td>
<td>Adriane Sehlinger,</td>
</tr>
<tr>
<td>E-mail/Phone</td>
<td><a href="mailto:Adriane.sehlinger@zhv.rwth-aachen.de">Adriane.sehlinger@zhv.rwth-aachen.de</a>;</td>
</tr>
<tr>
<td>Erasmus code</td>
<td>D AACHEN01</td>
</tr>
<tr>
<td>Country</td>
<td>Germany</td>
</tr>
<tr>
<td>Phone</td>
<td>+49 241 8090 585</td>
</tr>
</tbody>
</table>
### The Receiving Institution

<table>
<thead>
<tr>
<th>Name</th>
<th>Chalmers University of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>-</td>
</tr>
<tr>
<td>Address</td>
<td>Fysikgården 4, SE-412 96 Gothenburg</td>
</tr>
<tr>
<td>Contact person name</td>
<td>Mr. Per-Anders Trafi</td>
</tr>
<tr>
<td>Contact person E-mail/Phone</td>
<td><a href="mailto:panne@chalmers.se">panne@chalmers.se</a></td>
</tr>
<tr>
<td>Erasmus code</td>
<td>S GOTEBOR02</td>
</tr>
<tr>
<td>Department</td>
<td>Civil and Environmental Engineering</td>
</tr>
<tr>
<td>Country</td>
<td>Sweden</td>
</tr>
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</table>
Higher Education - Learning Agreement for Studies - Before the Mobility

Student's name: **Gerlinde Schmachtenberg**

Planned period of the mobility

<table>
<thead>
<tr>
<th>From month</th>
<th>Year</th>
<th>To month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2018</td>
<td>June</td>
<td>2018</td>
</tr>
</tbody>
</table>

Table A: Study Programme at the Receiving Institution

<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</th>
<th>Number of ECTS credits to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN032</td>
<td>Indoor Climate and HVAC</td>
<td>study period 3</td>
<td>7,5</td>
</tr>
<tr>
<td>TME245</td>
<td>Finite Element Methods-Structures</td>
<td>study period 3</td>
<td>7,5</td>
</tr>
<tr>
<td>MHA043</td>
<td>Material Mechanics</td>
<td>study period 4</td>
<td>7,5</td>
</tr>
<tr>
<td>VBB0732</td>
<td>Structural Concrete</td>
<td>study period 4</td>
<td>7,5</td>
</tr>
<tr>
<td>VSM196</td>
<td>Timber Engineering</td>
<td>study period 3</td>
<td>7,5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 37,5</td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes

[https://student.portal.chalmers.se/en/Pages/default.aspx](https://student.portal.chalmers.se/en/Pages/default.aspx)

If the student does not complete successfully some educational components, the following provisions will apply:

Outgoing Erasmus students of RWTH Aachen University are required to collect **at least 15 ECTS credits** per exchange semester (~ 5 months) at the partner university (Table A). Should an Erasmus student fail to collect this minimum number of credits, she/he may request special permission for this case from her/his designated Erasmus coordinator. Exemption from collecting the minimum number of credits will be granted only on rare occasion and for well-documented circumstances. If a student is not granted special permission, the designated Erasmus coordinator will inform the institutional coordinator of the funding period corresponding to the number of credits collected by the student. A partial repayment of the Erasmus scholarship will be collected. If a student did not acquire any ECTS-credits during her/his Erasmus foreign exchange, she/he will be obliged to repay the scholarship in full (0 ECTS = €0).
Table B: Recognition at the Sending Institution

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Semester</th>
<th>Number of ECTS credits to be recognized by the Sending Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSBau-31130</td>
<td>Wahlmodul</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>MSBau-3213</td>
<td>Nichtlineare Finite-Elemente-Methode im Bauwesen</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MSBau-3102</td>
<td>Massivbau III</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>MSBau-31040</td>
<td>Mechanics of Materials</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>MSBau-32070</td>
<td>Timber Structures II</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Language competence of the student

The level of language competence in English [= the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

- [ ] A1
- [ ] A2
- [ ] B1
- [ ] B2
- [x] C1
- [ ] C2
- [ ] Native speaker

Learning Agreement Before the Mobility, Page 4

Higher Education - Learning Agreement for Studies - Before the Mobility

COMMITTMENT OF THE THREE PARTIES
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ Grant Agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. The exceptions to this rule are documented below and agreed by all parties. Justification of non-recognition:

- The student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.
- An educational component (e.g. a language course) may not be part of the study programme, therefore it cannot be recognized.
- The ECTS credits achieved at the partner university can only be partially recognized as they do not fully meet the requirements of RWTH Aachen University.
- Although RWTH Aachen's requirements regarding the course are met, the number of ECTS that RWTH awards for this course may be different to the credits awarded by the partner university.

The student and Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.
Learning Agreement Before the Mobility, Page 4

<table>
<thead>
<tr>
<th>The Student</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's name</td>
<td>Gerlinde Schmatenberg</td>
</tr>
<tr>
<td>Student's signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departmental Coordinator at the Sending Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Nathaly Bejarano</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:international@fb3.rwth-aachen.de">international@fb3.rwth-aachen.de</a></td>
</tr>
<tr>
<td>Date</td>
<td>21.10.2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examination Board at the Sending Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Ljubica Rhein</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:rhein@fb3.rwth-aachen.de">rhein@fb3.rwth-aachen.de</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Person at the Receiving Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Per-Anders Träff</td>
</tr>
<tr>
<td>Position</td>
<td>International Coordinator</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:pante@chalmers.se">pante@chalmers.se</a></td>
</tr>
<tr>
<td>Date</td>
<td>22.10.2017</td>
</tr>
</tbody>
</table>

The Learning Agreement must be signed and received by the International Office two weeks before the start of mobility!

We will obtain the signature of the board of examiners for you!

You must obtain the signature of the partner university yourself. Scan is sufficient!
Erasmus+ – Overview Responsibilities

Responsibilities

Before the Mobility
• Learning Agreement Part 1 „Before the Mobility“
• Online Language Course (OLS)
• Grant Agreement (personally to the International Office)

During the Mobility
• Learning Agreement Part 2 „During the Mobility“

After the Mobility
• Confirmation of Stay Abroad
• Certificate of study test at the RWTH (proof of matriculation)
• Erfahrungsberichte: EU-Online-survey + Experience Report
• Final online language test
• Transcript of records of host university
• Certificate of recognition of modules
Erasmus – Additional Websites

- Website IO (www.rwth-aachen.de/erasmus)
- Experience reports (www.rwth-aachen.de/erfahrungsberichte)
Good luck with your preparations!