Ruhr-Universität Bochum
Information for Partner Institutions & Prospective Exchange Students

Address
Ruhr-Universität Bochum
Dezernat 2/International Office
Universitätsstr. 150
44801 Bochum
Germany

Internet Address
http://www.rub.de

Erasmus Code
D Bochum 01

EUC Number
29880

Application and Nomination Deadline

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Semester</td>
<td>1st October 2014</td>
<td>31st March 2015</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>1st April 2015</td>
<td>30th September 2015</td>
</tr>
</tbody>
</table>

Application Procedure

1. The partner university sends an official nomination via post, email or e-nomination.
2. The student completes the pre-enrolment process online (the link is sent to him/her via email)
3. The student sends the required documents listed on our website:
   http://international.rub.de/gaststudis/programme/index.html.de

Learning Agreement
If a student’s home university requires a Learning Agreement to be signed before the beginning of the exchange, please include the Learning Agreement in the application package. Students who are required to hand in a Learning Agreement to their home university after having started the exchange at RUB should bring it with them and have it signed by the coordinator at RUB after arrival.

Academic Information

Semester Dates
- Summer Semester 2015: 1st April, 2015 - 30th September, 2015

Lecture Period
- Summer Semester 2015: 7th April, 2015 - 17th July, 2015

Examination Period
The dates for exams are set by the different faculties. Usually exams take place in the last week of lectures or the week after, but they can also take place later (e.g. in Engineering).

Course Catalogue
http://international.rub.de/gaststudis/ankunft/studienorganisation.html.en

Language Proficiency
Most of the courses at RUB are taught in German. There are courses in English that are published in our International Course Catalogue. Students should have a good knowledge of German, at least level B2 for courses taught in German.

Language courses
During the term exchange students have the chance to attend German language courses free of charge:
http://www.rub.de/zfa/sprachen/de/begleitend.html.en

Credit System
The courses at RUB are credited with credit points (CP). 1 CP is equal to 1 ECTS.

Grading System
RUB uses the German grades from 1-5 (1 = very good, 5 = fail) There are some faculties using percentages (0-100%)

Master’s Thesis / Project
For students who intend on doing project work or a Master’s thesis at RUB, it is important to establish contact with a supervisor at RUB before arrival. The International Office can help find a supervisor. In order to contact the right department, we need to know which subject the project will be carried out in.
Tuition Fees
There are no tuition fees but each student pays a semester contribution fee (approx. € 270 per semester) which includes a travel ticket for public transport.

Accommodation
The International Office offers a special service for exchange students from partner universities. Students can book accommodation for the duration of their exchange (1-2 semesters). Since the International Office can only reserve a limited number of rooms for exchange students, early registration and flexibility is useful. Information on reservation can be found here:

http://international.rub.de/gaststudis/accommodation/wohnheimzimmer.html.en

Arrival and Enrolment

Enrolment
The exact date and time for exchange students’ enrolment at RUB will be announced after arrival.

Pick-up Service
The student group ‘Erasmus Student Network’ (ESN) offers a pick-up service for new exchange students at the beginning of each semester. Information about the pick-up service will be sent with the booking confirmation for the accommodation.

Orientation Course
Every Winter Semester we offer an Orientation Course for exchange students including a language course and social activities. The course starts three weeks before the lecture period officially begins (mid-September). The price for the course is € 370 and there are a limited number of places. Exchange students who are eligible will receive an invitation via email.

Orientation Week
At the beginning of every semester, there is an Orientation Week for international students where they can meet other students and receive important information. Exchange students will be informed about this offer via email.

Estimated Living Costs (in € per month)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Between € 240 and € 340 in a dormitory</td>
</tr>
<tr>
<td>Food</td>
<td>Approx. € 150 Euros</td>
</tr>
<tr>
<td>Academic Expenses</td>
<td>Approx. € 40 Euros</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>Approx. € 150 Euros (depending on personal needs)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Approx. € 80</td>
</tr>
</tbody>
</table>

Visa Requirements and Residence Permits
Citizens of the European Union do not need a visa for Germany. Citizens from other countries need to check with the Federal Foreign Office to see whether they need a visa or not. The incoming student is responsible for obtaining the visa. Information can be found at:

http://www.auswaertiges-amt.de/EN/Startseite_node.html

To apply for a visa after arrival the student has to bring proof of finances.

After arrival, each student who is staying for more than 3 months has to register at the City of Bochum.

Health Insurance
Students from European countries who have the “European Health Insurance Card” do not need to take out health insurance in Germany. Students from Turkey can bring the form “TA 11” from their own health insurance company. Students from outside Europe can register for German student health insurance that costs approx. € 80 per month.

Bank Account
We recommend that students open a German bank account to make payments such as the rent and the semester contribution fee easy. A bank account for students is usually free of charge. For students who live in a dormitory, it is mandatory to open a German bank account so the rent can be debited from that account.

The City of Bochum and the Ruhr Area
Information about the City of Bochum and the Ruhr area can be found here:

1. Institutional Information

1.1. Institutional details

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Ruhr-Universität Bochum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>D BOCHUM01</td>
</tr>
<tr>
<td>EUC</td>
<td>29880</td>
</tr>
<tr>
<td>Institution website</td>
<td><a href="http://www.rub.de">www.rub.de</a></td>
</tr>
<tr>
<td>Online course catalogue</td>
<td><a href="http://www.ruhr-uni-bochum.de/studium/studieren/vorlesungsverzeichnisse">http://www.ruhr-uni-bochum.de/studium/studieren/vorlesungsverzeichnisse</a></td>
</tr>
</tbody>
</table>

1.2. Main contacts

- **Contact person**: Ms Jutta Schmid
  - **Responsibility**: Central management of the ERASMUS+ programme
    - Contact person for Erasmus + partners
  - **Contact details**: Phone: +49 234 3228763- Fax: +49 234 32 14684- Email: international@rub.de

- **Contact person**: Ms Magdalena Bichmann/Mr Theodoros Markakidis
  - **Responsibility**: Contact persons for incoming exchange students
  - **Contact details**: Phone: +49 234 32 27248- Fax: +49 234 32 14684- Email: international@rub.de

- **Contact person**: Ms Veronika Fuckel/ Ms Uta Baier /Ms Bärbel Klaffke
  - **Responsibility**: Contact persons for outgoing exchange students
  - **Contact details**: Phone: +49 234 3228913- Fax: +49 234 32 14684- Email: veronika.fuckel@uv.rub.de / uta.baier@uv.rub.de

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Subject area</th>
<th>Language(s) of instruction</th>
<th>Recommended language of instruction level *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Mobility for Studies</td>
<td>Any</td>
<td>German English (only applies if selected courses are taught in English)</td>
<td>B 1 B 1</td>
</tr>
<tr>
<td>Staff mobility</td>
<td>Any</td>
<td>To be defined by the academic partners</td>
<td>To be defined by the academic partners</td>
</tr>
</tbody>
</table>

2.2. Additional requirements/information

The university welcomes students and staff with disabilities and offers the necessary facilities and support. Useful information:
http://www.akafoe.de/inklusion/

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<table>
<thead>
<tr>
<th>Autumn term</th>
<th>June 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring term</td>
<td>December 15th</td>
</tr>
</tbody>
</table>

2.3.2. Decision Response

We will send our decision within 4 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

2.3.4. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20xx will only take effect as of 1 September 20xx+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

3. Additional information

3.1. Grading system

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given): "Sehr Gut" (1) = Excellent/Very Good; "Gut" (2) = Good; "Befriedigend" (3) = Satisfactory; "Ausreichend" (4) = Sufficient; "Nicht ausreichend" (5) = Non-Sufficient/Fail. The minimum passing grade is "Ausreichend" (4). Some departments at RUB use grades given in percentage (100-0) or grade points (18-0).

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Mr. Theodoros Markakidis (Incoming) / Ms Veronika Fuckel (Outgoing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Counseling for incoming students/outgoing students</td>
</tr>
<tr>
<td>Contact details</td>
<td>Phone: +49 234 32 27676- Fax: +49 234 32 14684- Email: <a href="mailto:international@uv.rub.de">international@uv.rub.de</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://international.rub.de/rubiss/start">http://international.rub.de/rubiss/start</a> / <a href="http://international.rub.de/ausland/studium/programme/erasmus/orga">http://international.rub.de/ausland/studium/programme/erasmus/orga</a></td>
</tr>
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</table>

3.3. Insurance
Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

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<tr>
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<td>Counseling for incoming students/outgoing students</td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:International@rub.de">International@rub.de</a> / <a href="mailto:veronika.fuckel@uv.rub.de">veronika.fuckel@uv.rub.de</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://international.rub.de/gaststudis/gastbewerber.html.en">http://international.rub.de/gaststudis/gastbewerber.html.en</a></td>
</tr>
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</table>

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Ms Magdalena Bichmann</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Contact person for incoming students/accommodation</td>
</tr>
<tr>
<td>Contact details</td>
<td>Phone: +49 234 32 27248- Fax: +49 234 32 14684- Email: <a href="mailto:magdalena.bichmann@uv.rub.de">magdalena.bichmann@uv.rub.de</a></td>
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