INCOMING INFO
Handbook for International Students at the Faculty of Social Science
# TABLE OF CONTENTS

1. **Welcome** .................................................................................................................. 1  
2. **1. Ruhr-University and the Faculty of Social Science** .................................................. 2  
   1.1 The Faculty of Social Science ....................................................................................... 3  
   1.2 Studying at the Faculty ............................................................................................... 4  
   1.3 Additional Offers by the Faculty .................................................................................. 4  
   1.4 Additional Offers by the University .......................................................................... 5  
   1.5 Erasmus Office of the Faculty ................................................................................. 5  
3. **2. Your Schedule** ........................................................................................................ 6  
   2.1 Class hours ................................................................................................................. 6  
   2.2 Classes ........................................................................................................................ 6  
   2.3 Course Registration .................................................................................................... 7  
   2.4 Credits and Grades ..................................................................................................... 7  
   2.5 Course Catalogues ..................................................................................................... 7  
   2.6 The University Alliance Ruhr (UA Ruhr) ................................................................. 8  
4. **3. Exams** .................................................................................................................... 9  
   3.1 In-Class Exams (Klausuren) ..................................................................................... 9  
   3.2 Research Papers ........................................................................................................ 9  
   3.3 Oral Exams ................................................................................................................ 9  
5. **4. Academic Research** ............................................................................................... 10  
   4.1 Academic Writing ....................................................................................................... 10  
   4.2 The Social Science Library ....................................................................................... 10  
6. **5. At the End of the Mobility Period** .......................................................................... 11  
7. **6. Contact Information** ............................................................................................. 12  
8. **Key Word Index** ........................................................................................................ 13
Welcome
to Bochum and the Faculty of Social Science!

As a regular student, exchange student or a freemover at the Ruhr University Bochum you may expect exciting lectures and seminars, but also establishing contacts to German and international students, summer and Christmas parties, boat trips and Glühwein – depending on your period of stay in Bochum.

This booklet will provide some guidance for arranging the academic side of your stay at the RUB, you can also have a look at our website, where you can find course catalogues, information on your stay and the university as well as tips for events in Bochum.

While the International Office is dealing with accommodation, visa issues and inscription procedures, the Erasmus coordination of the Faculty focuses on counselling you on classes, helping you to choose and sign up for courses and making sure that you have anything you need in order to succeed in a new academic and cultural environment.

This guide contains information for both exchange and regular full-time students and might be useful to anyone who is not familiar with the Ruhr-University of Bochum or the German academic system in general.

Enjoy your stay!
1. Ruhr-University and the Faculty of Social Science

At the beginning of the semester you should take enough time to get to know the campus and look for your classrooms. Probably you are not the only one wandering around these floors; don’t be afraid to ask for help! Often it can be helpful to look at the emergency exit maps, since they include room numbers.

If you are looking for a building, check the RUB Campus Map. Under this link you can also find information for cyclists, wheelchair users, cars users and short and long-distance travellers.

Important places on campus:

1. Campus Center CC (good coffee, a copy center, books, vinyls and a kiosk)
2. University Library + Cafe
3. Dining Hall and Q-West (the two biggest canteens)
4. SSC (Student Service Center)
5. Botanical and Chinese Garden
6. Uni-Center (restaurants, shops, supermarkets, banks)
1.1 The Faculty of Social Science

You can find both academic and administrative offices here. This does not include central administrative units, such as matriculation or student services, but the ones that have to do with your academic schedule. The faculty’s most important spots are introduced below:

The Examination Office (Das Prüfungsamt)
The Registrar’s office is the “book-keeper” of every class and exam students take. Nowadays, most of this is done on Campus Office, but regular full-time students still need to register in the beginning of their degree, register for their thesis, and documents are issued here, such as degree certificates and diploma supplements.
Ms Kuttler/Ms Karwacki, GD 1/171, 1/173, Tue-Thu 10.00-12.00 am

The Dean’s Office (Das Dekanat)
The Dean’s Office “manages” the Faculty and coordinates anything to do with teaching and studying. Professor Stefan Schirm is the current Dean of the Faculty of Social Science.

Internship Counsellor’s Office (Das Praktikumsbüro)
Regular full-time students enrolled in one of our programmes have to complete an internship. In addition, they have to take a class focusing on job perspectives and opportunities for social scientists and hand in a report. Internships should be discussed with the internship coordinator beforehand.
GD 1/165, Tue 13.00-14.00, Website

Counselling for prospective and current graduate students (Die Masterberatung)
Anyone interested in pursuing a graduate degree at the Faculty should contact our Counselor Alica Mielke. Applications should also be handed in here.
Ms Alica Mielke, GD 1/161, Wed 13.00-15.00

The students’ representatives (Die Fachschaft)
Each year students elect their representatives to the Faculty to represent their interests and provide help to the students.
GD 03/129, Website

The representative for gender equality
In all issues regarding gender equality in the university context contact:
Christiane Grinda: gleichstellung-sowi@web.de, GD 03/133
1.2 Studying at the Faculty

Exchange students may take courses from the following degree programs:

**Bachelor of Arts/Undergraduate degrees**
- B.A. „Social Science”
- B.A. „Culture, Individual, and Society”
- B.A. „Politics, Economics, and Society”

**Master of Arts/Master degrees**
- M.A. Social Science with the following study programmes:
  - „Management and Regulation of Work, Economy and Organisation”
  - „Health Care Systems and Health Care Economics”
  - „Urban and Regional Planning”
  - „Globalisation, Transnationalisation, and Governance”
  - „Culture and Person”
  - „Methods of Social Research”
- M.Ed. „Social Science”

**Interdisciplinary degrees**
- M.A. „Gender Studies“
- M.A. „European Culture and Economy”

**Classes by other Faculties or Departments**
Students may take classes offered by other faculties or departments as well. Regular international students can select these as part of the optional area of studies (Ergänzungs-/Optionalbereich). Modules that are thematically related to Social Science, such as Economics, are especially popular. Please contact the respective Erasmus coordinators of the faculties to get more information about courses, ECTs, exams, etc., as they may vary from the Faculty of Social Science.

1.3 Additional Offers by the Faculty

**Buddy-Programme**
The Buddy Programme connects international and regular students at the Faculty of Social Science. The programme consists of academic support and leisure activities with the Buddy group. It is a great opportunity to get to know local students, to improve foreign language skills, to increase inter-cultural competence and make new friends worldwide.
Apply via the Form

**Welcome of first semester**
In the first week of studies the Dean and the Professors present the Faculty and Chairs to new students by a panel discussion and champagne reception. The program is included in Sowi-Info.

**Center of Methods (Methodenzentrum)**
The faculty regularly offers support for empirical research by a series of events, e-learning and personal consultation. This includes sessions on analysis tools such as Stata or MaxQDA as well as topics regarding research design.
Website
Quo Vadis?
Our internship and career counseling office invites alumni to explain their own career paths and give the current students advice regarding career planning. The Quo-Vadis-Programme

SOPRA
Our alumni association promotes networking and dialogue between students, graduates and teachers and organizes several events, excursions and workshops throughout the semester. The SOPRA Programme

1.4 Additional Offers by the University

Language Classes
The language classes offered by the ZfA (Zentrum für Fremdsprachenausbildung) are highly recommended. More information.

University Sports
The University offers 350 sports courses of 90 different kinds of sport: from badminton to windsurfing. More information.

Centre of the Arts “Musisches Zentrum”
The Centre of the Arts offers courses and events in various artistic disciplines. Students may participate in choirs, orchestra, theatre projects, learn painting or photography. Programme.

Career Service
The Career Service offers workshops and counseling that may help you improve your skills and develop new approaches for career planning. Programme.

Language Practice Meet Up “Sprachcafé“
The Language Café opens its doors every Monday from 5-9 p.m. during the lecture period. Coffee, tea and entertainment are included. Participation is - of course - free of charge! Find out more.

1.5 Erasmus Office of the Faculty
You will find our ERASMUS office in GD 1/161. You usually enter the building on level 03, where the cafeteria is located. Get to the level 1 and follow the signs.
2. Your Schedule

Each student has to create an individual course schedule by him-/herself. We are glad to advice the incoming students and assist them by signing up for courses in Campus Office during the orientation day and in the consultation hours of Departmental Erasmus Coordinator. The Academic Calendar can be found on the University’s website.

2.1 Class hours

One peculiarity of the German academic system is its use of time: All classes start with c.t. (“cum tempore” = “with time” in Latin) if not stated otherwise. This indicates that classes start 15 minutes later and end 15 minutes earlier than indicated. The only exception is the first period: classes usually start at 8.30 am and end at 10 am. If the time is indicated as s.t. (“sine tempore” = “with no time”), the class starts on time.

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<td>14:00 – 16:00</td>
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<td>10:00 – 12:00</td>
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<td>16:00 – 18:00</td>
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<td>12:00 – 14:00</td>
<td>12.15 – 13.45</td>
<td>18:00 – 20:00</td>
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Please note that not all departments use this system, so we recommend being on time for the first class.

2.2 Classes

Lectures: Vorlesungen
Lectures take place in lecture halls with approximately 100-200 students. Professors present the information during the lecture and answer the students’ questions. Attendance is not compulsory. Lectures are completed with an in-class exam.

Laboratory course: Übungen
Lectures are often accompanied by “Übungen”. These consist of smaller groups and allow more time for discussion of the information presented during the lectures and/or for practical exercises. For most Labs regular attendance is required.

Tutorials: Tutorien
Tutorials are offered along with lectures and/or Labs to give the students an opportunity to review the contents of lectures/labs in a smaller group. Attendance is not compulsory.

Seminars: Seminare
Seminars are taught by professors or scientific researchers. Usually, about 30 students participate in a seminar. Seminars are designed for intensive and interactive discussion of the literature or students’ presentations.
2.3 Course Registration

In order to sign up for courses and participate successfully students should be able to use the following IT-Services:

**Campus Office** is the Online System of the university where students can sign up for courses and access their grades at the end of the semester. The student-ID and password will be needed. Campus Office is also available at the PCs in the University Library and the University Administration building (UV).

**Moodle** is the RUB’s eLearning platform. Here you will find in-class presentations, literature, your teacher’s contact information, and the syllabus of the courses you have signed up for. The password is usually announced in the first session.

2.4 Credits and Grades

For each course credits and conditions for taking an exam and becoming a grade are mentioned in the course description. In most of the courses students can choose between getting 3 CP for proof of attendance (active participation, presentation, essay – without a grade) or getting 5 CP (Bachelor) or 6 CP (Master) by taking an exam (graded written or oral exam) – however the number of credits may vary in some course, please contact the Erasmus coordinator for further information.

**ECTs at the Faculty of Social Science (in most of the courses):**

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<td><strong>Proof of attendance</strong> (Studienachweis)</td>
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<td>3 CP</td>
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<td><strong>Exam</strong> (Leistungsnachweis)</td>
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<td>4,5 or 5 CP (Bachelor) / 6 CP (Master)</td>
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Note: Courses of other Faculties or Universities might be awarded with a different credit system!

The grading system is 1 to 5, whereby 1 is the best grade.

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<td>ECTS</td>
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<td>Satisfactory</td>
<td>Sufficient</td>
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2.5 Course Catalogues

There are three course catalogues at our faculty adjusted to different students’ needs. Those can be found online at our [website](#).

**Sowi-Info**

This course catalogue includes all the courses taught at our faculty (in German and in English). You can find it online or buy a hard copy as well at the SSC level 01 for 5 € (the script number is S280).

**International Course Catalogue RUB**

The International course catalogue includes all the courses taught in English at the university + language classes.

**Common Course Catalogue RUB-UDE-TU Dortmund**

See 3.5. The University Alliance Ruhr
2.6 The University Alliance Ruhr (UA Ruhr)

Common Course Catalogue RUB-UDE-TU Dortmund

The Common Course Catalogue is designed for students who only wish to attend classes taught in English. Through the cooperation with the Faculties of Social Sciences of the University of Duisburg-Essen (UDE) and the Technical University Dortmund students can attend courses at all the three universities.

After choosing the proper courses students should register online in “Campus Office” (the electronic system of the university). The step by step tutorials can be found here.

As part of the UA Ruhr, several universities in the Ruhr area cooperate closely. That includes the RUB, the University of Duisburg-Essen (UDE) and the Technical University (TU) Dortmund. Exchange students may take classes at any of the alliance universities. This is of particular interest to the students who wish to take classes in English only, since we are able to increase an offer of classes significantly through this cooperation. Each term, the Faculty of Social Science at RUB publishes an English Course Catalogue in cooperation with the Faculty of Social Sciences of the UDE and the TU Dortmund. You can find the Common Course Catalogue here.

Cooperation on this scale is possible because of the excellent public transport system that connects the universities. Students automatically receive a term public transport ticket upon matriculation. Thus, commuting is possible with no additional cost.

Classes taken in Duisburg-Essen or Dortmund are included in the Transcript of Records issued by the RUB at the end of the student’s stay. Exchange students should inform us before the end of the semester if they have taken classes at another university. This is how we ensure no classes are missing in the transcript.

As an exchange student, you should contact the departmental coordinators at the UDE or TU Dortmund if you wish to take classes there (see contact information in the Common Course Catalogue).
3. Exams

The examination period at RUB depends on the type of an exam. The three exam types are discussed below. The main exam period is the last week of the lecture period and the first week of the semester holidays. Resits usually take place at the end of the non-lecture period/beginning of the new semester.

3.1 In-Class Exams (Klausuren)

Registration for exams
Usually you are required to register for in-class exams on Campus Office. Registration periods are determined by the lecturers. An overview of all courses in which you have registered for exams can be found at: “Anmeldungen zu Prüfungen”. Time and venue of the exam will be indicated here as well. In addition, you can withdraw from the exam here.

Exam periods
Most in-class exams can be taken twice each term. Appointments are usually determined by the professors. The first exam period mainly includes the last week of the lecture period and the first week of the semester holidays. The second exam period begins shortly before the beginning of the next term and includes the following weeks.

The exam
As a rule, you should be early for the exams. During the last class make sure whether you need to bring something, such as paper or any kind of approved aid (calculator, formulary), or if these are provided. In addition, you have to bring an ID, preferably government-issued. In some cases, your RUB ID might suffice.

Grades will be published in your personal account on Campus Office, unless agreed otherwise, and you will get a notification per e-mail.

3.2 Research Papers

Registration
Your professor/teacher will let you know how to “register” for a paper during the course.

The exam
The exact length, the topic and the structure of a research paper should be discussed with the professor. Sometimes a paper proposal is required. In that case, you will be given further instructions. The Writing Support Center (p. 11) can help you with questions concerning academic writing.

Papers for the winter term are normally due by the end of March and papers for the summer term by the end of September. In special cases professors may grant an extension. However, this MUST be discussed beforehand.

3.3 Oral Exams

Registration
Your professor/teacher will let you know how to “register” for an oral exam during the course.

The exam
Topics of the seminar should be discussed in the exam. The exact conditions of the exam need to be discussed with the professor.

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1 One common exception are graduate students who are fulfilling requirements in undergraduate classes. In this case, your lecturer will be able to give you further information.
4. Academic Research

4.1 Academic Writing

Formal requirements for the papers may differ depending on the faculty/department. Differences may concern the margins, whether or not writing double-spaced, and many other apparently small settings. Several departments of the Faculty of Social Science have published their own handbooks on their websites. When in doubt, ask your professors if they have any specific preferences or requirements.

There are colloquia offered for graduate and postgraduate students (and sometimes even for undergraduate students), which also deal with questions of academic writing (Sowi-Info: „Abschluss- und DoktorandInnen-Kolloquien“).

In addition, RUB offers support for international and German students who wish to improve their academic writing skills:

**Writing Support Center (Schreibzentrum FNO 02/36)**
Writing Café: Peer Counselling Mo - Fr, 10.00 – 16.00 at the University Library 1st floor

The Writing Aid Center offers workshops (with and without CP), writing groups and consultation, including workshops on writing academic papers in foreign languages (also for international students writing in German) [Homepage](#).

4.2 The Social Science Library

While there is the main library in the center of the Campus, the Faculty of Social Science has its own library. It is located in building **GD 04/220**.

Books may be borrowed from Friday afternoons to Monday mornings. In this case, they have to be given back by noon on Monday at the latest. Books borrowed on every other weekday are only given out in the evening and due to be returned by noon on the following day. [More information](#).
5. At the End of the Mobility Period

Confirmation of Stay
Please get the Confirmation of Stay signed at the International Office (RUBiss). The form is usually provided by the home university and should be signed no more than 14 days before departure.

Transcript of Records
Please come by the Faculty’s Erasmus Office (GD1/161) or write an e-mail to the Erasmus coordinator (international-services@sowi.rub.de) including the following information:

- matriculation number (stated on your RUB student ID)
- changes to the Learning Agreement (if any)
- courses taken at UDE or TU Dortmund (if any)

If you need your transcript agreement to be sent by post, please let us know the exact address.

Students also have to cancel their registration at the citizens’ bureau, close the bank account etc. Detailed information is provided by the International Office here.
6. Contact Information

- **Erasmus Coordination at the Faculty of Social Science**

  (Ms) Anna Döbrich

  **Office:**
  International Services/ERASMUS Coordination
  Faculty of Social Science
  GD 1/161
  Universitätsstraße 150
  D 44801 Bochum

  **Postal Address:**
  Ruhr-Universität Bochum: Faculty of Social Science
  Dekanat/Erasmus
  GD E1/353
  Postfachnr. 65
  Universitätsstr. 150
  44801 Bochum
  Germany

  Consultation hours: by appointment
  Tel. +49 0234 32-22966
  international-services@sowi.rub.de
  www.sowi.rub.de/internationales/incomings.html.en

- **International Office of the Ruhr-University**

  (Ms) Giedre Jukneviciute

  International Office/RUBiss
  SSC 1/225
  Universitätsstraße 150
  D 44780 Bochum

  Office hours: Mon/Thu, 14:00-16:00 and Tue/Fri 10:30-12:30
  giedre.jukneviciute@uv.rub.de or rubiss@rub.de
  www.international.ruhr-uni-bochum.de/rubiss
# Key Word Index

## A
- Academic Writing 10
- Arts 5

## B
- Buddy-Programme 4

## C
- Cafeteria System 4
- Campus Map 2
- Campus Office 7
- Career Service 5
- Common Course Catalogue 7
- Confirmation of Stay 11
- Contact Information 12
- Course Catalogue(s) 7

## E
- ERASMUS Coordination 12
- Erasmus Office 5
- Exam periods 9
- Exams 9

## G
- GRADES 7

## I
- International Course Catalogue 7
- International Office 12
- Internship 3

## L
- Language Classes 5
- Language Practice 5
- Library 10

## M
- Moodle 7

## O
- Oral Exams 9

## P
- public transport ticket 8

## Q
- Quo Vadis? 5

## R
- Registration for exams 9
- Research Papers 9

## S
- schedule 6
- SOPRA 5
- Sports 5

## T
- Transcript of Records 11

## W
- Writing Support Center 10