

Information for Incoming Exchange Students in Summer Semester 2024

Important dates and deadlines

Application Deadline: October 31, 2023 – this year 08.11.2023

By this date, applicants should have been nominated by the International Office of their home university AND they should have completed their online application. We have no specific nomination deadline so please nominate your students any time prior to the application deadline. (If you think you are going to be a little late with your application you are free to ask if we still have some empty spots.....)

Arrival: 01.03.2024 (upon arrangement)

You can move into your dorm room on Tuesday, 01.03.2024 between 7:30 am and 3:30 pm after prior arrangement for an appointment with the dormitory administration.

In case the rooms are free before March 1, you can also move in earlier. Please contact Mr. Philipp Staebler or Weisse Rose for an appointment.

Welcome & Orientation Days: March 2-7, 2024 (to be confirmed)

From Saturday, March 2 until Saturday, March 9 our Welcome & Orientation Days will take place which will help you settle in, cope with bureaucracy and get familiar with Ravensburg/ Weingarten and the region where you are going to live for the months to come. During these days all important formalities will be completed (enrolment, registration at the municipality, health insurance); therefore, it is highly recommended and vital to get here in time.

German language course: March 7-9, 2024 and longer (tbc)

The University offers a free intensive German language course on different levels probably from Thursday, March 7 to Saturday March 9, 2024 (4-8 hrs per day) for the German levels A1, A2, B1, B2. This intensive course is continued throughout the summer semester with a weekly German lecture of 180 (A1, A2, B1) minutes, taking place on Wednesday mornings. Normally the intensive course before the lecture begin includes 40 hours of lectures which makes up about 50% of the total course, we are still in discussion how to best incorporate these 40 hours into the given time frame of the semester!

For level C1 there will be no intensive course, this course takes place during the normal lecture period on Wednesday mornings.

With the intensive course and the course throughout the semester together you can finish one level of German (A1, A2, B1, B2) in one semester and will be granted 4 ECTS. For C1 you will get 2 ECTS.

The German courses are taught by professional language instructors from the CLIC language centre and are free of charge.

Since a basic knowledge of the German language and an awareness of German culture are essential for your well-being and integration here, participation is highly recommended!

However, please note that you cannot participate in a German language course during the semester if you miss the intensive course!

Lecture period: March 11, 2024 – June 28, 2024

Examination period: July 1, 2024 – July 20, 2024

Study options for exchange students

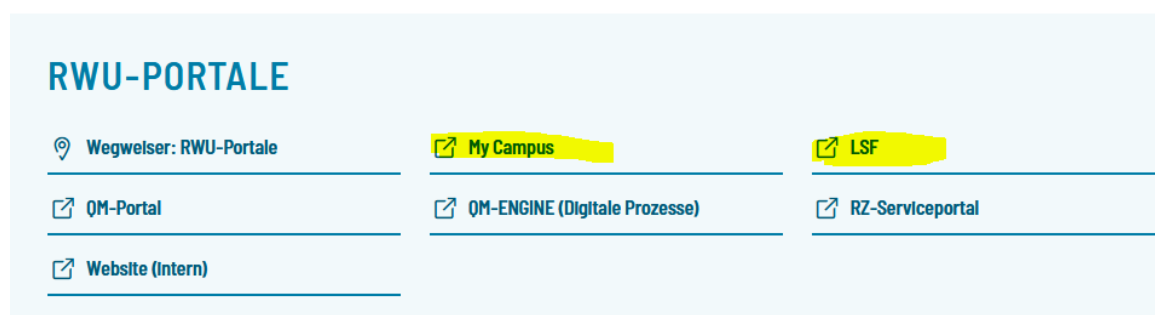
You are welcome to spend one or two semesters at our university and have the option to

- **attend courses:** you can take any course from any study program if you fulfil the respective requirements. Please note: Most study programs are taught in German, but there is a huge offer of English-taught courses as well (see below or the attached list)
- **do project work,** if you apply successfully (either before your arrival or when you are already here) for a project on offer (see below or the attached list)
- **do both.**

Lectures, seminars, labs/practical trainings- How to find courses via the RWU website

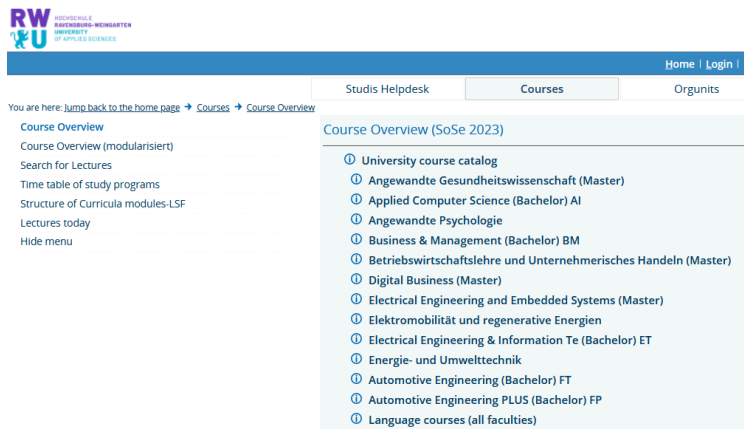
Information about courses is provided in the university information system LSF.

- Scroll down and either click on „My Campus“ – your „life cycle system“ at RWU which will take you to LSF or click directly on the LSF link in the „RWU Portale“ section of our homepage in German www.rwu.de



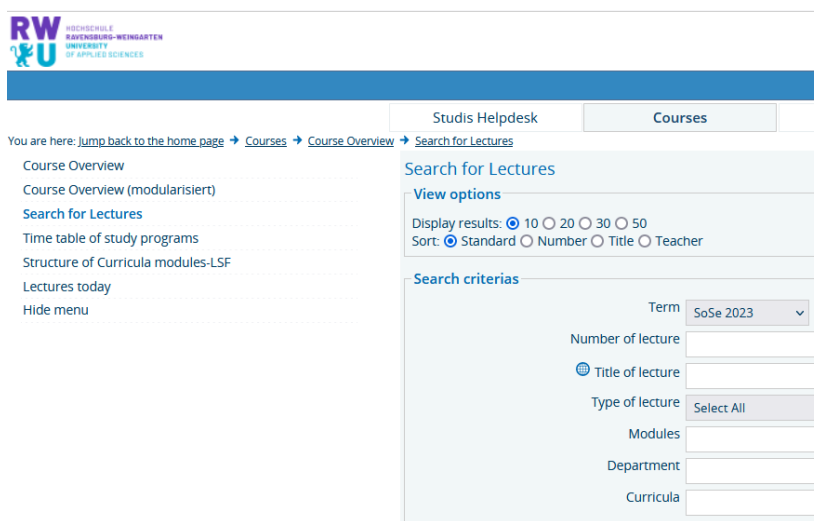
- Please click on the English flag on the top right-hand side for the page in English. There are several ways you can search for courses you are interested in. You will have access to the current and the previous semester.
- **!!** The final course offer of for the upcoming semester is published only shortly before the semester start, but generally in each summer and winter semesters similar courses are offered as in the previous ones. So, the list attached to my Email is a **provisional one** for the corresponding semester which is updated continuously until semester start – but it gives you an overview about the courses available in English without having to search through LSF **!!**

- When you click on *Course overview* you will find the [University course catalogue](#) of the current semester with a list of lectures for each study program.

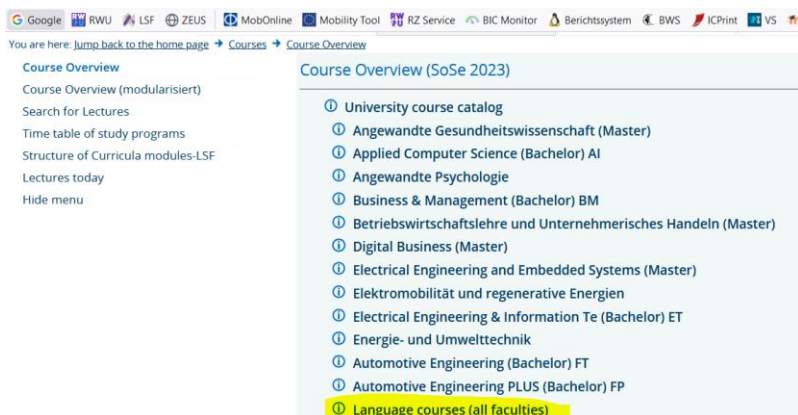


Please select the study program/s you are interested in and click until you obtain the detailed description of the individual lecture, seminar or practical training.

- Alternatively, you can click on *Search for lectures* ([Link](#)) in order to find specific lectures you are interested in. Please click on „summer semester“ to get a glimpse of the courses taking place during the summer semester...



- There is an entry in the [University course catalogue](#) called [Fremdsprachen/Language courses](#) (all faculties). Here you will find a broad range of language and intercultural courses, offered by our Centre for Languages and Intercultural Communication (CLIC) – the general language courses are offered every semester while other courses that are offered might vary. Students from all study programs can take part in as many of these courses as they like and can manage. For all language courses you will obtain the specified number of credits if you pass the varied types of exams (oral, written etc.) taking place throughout the semester and if your attendance was 100%.



Attention: The German language courses on levels A1 – B2 start with an intensive course prior to the beginning of the lecture period, the attendance of which is compulsory for the successful completion of the course!

English-taught courses

Study programs at our university are taught in German, with some exceptions:

- [Bachelor program in Electrical Engineering and Information Technology](#), taught in English during the first two years (Semester 1 – 4)
- [E-Mobility and Green Energy](#), taught in English during the first two years (Semester 1 – 4)
- [Bachelor Program in Physical Engineering](#), taught in English during the first two years (Semester 1 – 4)
- [Bachelor Program in International Project Management \(NEW\)](#) (international variant of the German bachelor Mechanical Engineering – taught in English during the first two years as of SS 2022 (Semester 1 – 4)
- [Master program in Electrical Engineering and Embedded Systems](#), taught entirely in English
- [Master program in Mechatronics](#), taught entirely in English.
- [International Academy](#): The International Academy provides students the opportunity to complete a one or two-semester interdisciplinary study program in English. The program was established more than ten years ago by the Faculty of Technology and Management and is currently offering interdisciplinary study courses covering theoretical frameworks as well as practical approaches taught by both international academics and industrial experts. You can combine the courses with courses from any other study program
- The offer for exchange students is completed by courses/ seminars run by the Center for Languages and Intercultural Communication (CLIC). They comprise German courses on levels A1 up to C1, a large variety of English and other language courses as well as intercultural trainings.

A list of all English-taught courses as well as language and intercultural classes taught in the summer semester 2023 is available on our website, as well as the list for the current winter semester, the lectures in the summer semester 2024 are not yet fixed but will be similar to those in SS 2023:

<https://www.rwu.de/en/international/exchange-students/study-and-course-offer>

Project work

If you prefer to do some kind of project work at our university, please let me know a range of topics you are interested in (prioritized) and provide a CV including background, skills and interests with your application. I will inquire and identify potential topics and professors/ supervisors at RWU and provide them with your CV and transcript.

Once I identified one of several projects which might fit, I will bring you in touch with the corresponding professor/ supervisor for further discussion (time frame, scope, results, ECTS needed etc).

Application procedure and documents

Online Application

Nominated students will receive a weblink to the online portal Mobility Online from their International Offices ([Link](#))

Applicants must have been nominated by their International Office and must have completed their online application by the application deadline (April 30, 2023). The following documents have to be submitted in the portal:

- Learning Agreement (if possible OLA)
- Transcript of Records from home university
- Language Certificate (German or English) – depending on your course language(s)
- CV in English or German (needed for projects only)

Learning Agreement

ERASMUS+ students can go through the process of submitting an OLA or use the Learning Agreement (LA) form provided by their home institution, the first part of it ("Before the mobility"). Exchange students from countries not taking part in the ERASMUS+ program and from institutions not providing any document comparable to LA, please let me know.

We are in the process of implementing the Online Learning Agreement so you can also hand in an OLA.

Please fill in all courses you plan to take at Hochschule Ravensburg-Weingarten University (RWU) and the number of ECTS credits as indicated in LSF resp. our list of English-taught lectures. If you wish to do a project, please indicate it in the LA as well (title and professor).

Upon receipt of your OLA/ LA, we will check if you meet the requirements for the lectures you have chosen and/or if the professor is ready to supervise your project. The LA will be signed by the professor in charge and sent back to the International Office of your home university and you.

At the time of application, the selection of courses can only be a preliminary one, there will most likely be some changes when the semester begins. There may also be conflicts in the timetable or some courses might not meet your expectations. It could also be the case that for whatever reason the desired course is not offered or is cancelled shortly before or after the semester start (e.g. this can happen with CLIC courses when the number of participants turns out to be too small). However, we try our best to keep you updated and you will have enough time to make changes to your Learning Agreement during the first weeks you are here.

Upon request, we can arrange a consultation with a professor, who could help you to make your final decision regarding lectures and projects. Of courses you can also always consult the International Office/ Incoming Coordinator. Changes in the course selection then need to be documented in the second part of the OLA/ LA form ("During the mobility") and are signed by all parties again.

Transcript of Records

A "Transcript of Records" represents an official document, issued by your home university, listing all courses you have already taken showing the credits earned and the grades obtained. If possible, it should also list the courses you are taking at present (not graded yet). Please note, however, that we can only accept transcripts in English or German language.

Language Certificate

If you plan to attend German-taught courses, your application has to include a proof of sufficient knowledge in German. If you plan to attend English-taught courses only, please also provide a language certificate for English. In order to participate a course in German or English your language skills have to be **at least** on level B1 as defined by the Common European Framework of Reference for Languages (CEFR) in both languages at the time you arrive here, **but we highly recommend level B2**.

Native speakers do not need to submit any language certificate.

If you have doubts because your students/ you use other language tests, please get in touch or check here for a description of A1 – C1 levels:

<https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>

CV – Curriculum vitae

If you are not sure how to write a good CV, please have a look here <http://europass.cedefop.europa.eu/>. Click on *Welcome* and then click on *Europass CV*. Here you can download the following Europass CV documents: a

CV Template, Instructions for filling in the CV, and Examples of completed CVs. You can also create your CV online.

Housing/ Room in a dormitory

Please indicate in your application if you would like to get a dorm room in Weingarten, right on Campus. The international office has a fixed number of rooms in two dorms on Campus which are reserved for International Exchange students.

Studentenwerk Weiße Rose e.V. operates two student dormitories in Weingarten:

- Dormitory at Briachstr. 10: There are up to 24 single rooms per floor (12 per north and south wing) plus kitchen and common space for all students. Two adjacent single rooms share a common bathroom. The monthly rent amounts to € 280.
- Dormitory at Briachstr. 2, (opened in September 2015): four students share an apartment (two intl. students live together with two German students). The monthly rent amounts to € 360.

You need to indicate your interest in a room with your application to International Office but the rental contract is closed between the student and the Weiße Rose dormitory upon arrangement by the Incoming Coordinator. You do not need to do anything else until you are otherwise informed.

Contact

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