RUHR-UNIVERSITÄT BOCHUM

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MASTER-PROGRAMME MECHANICAL ENGINEERING

Counselling presentation for international students

FAKULTY OF MECHANICAL ENGINEERING
Dean's Office – Dr.-Ing. H. Grote

Fakultät Maschinenbau
RUHR-UNIVERSITÄT BOCHUM

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WELCOME!

HERZLICH WILLKOMMEN!

BIENVENUE!

Fakultät Maschinenbau
RUHR-UNIVERSITÄT BOCHUM

Dear Mechanical Engineering students,



Welcome to the Ruhr-Universität Bochum! We are delighted to welcome you as part of our academic community and are confident that you will have an exciting and enriching time with us.

As one of the leading universities in Germany, we offer you a broad and challenging study programme.

The Ruhr-Universität Bochum is not only characterised by its excellent teaching, but also by its diverse and lively campus atmosphere.

Here you have the opportunity to exchange ideas with fellow students from all over the world, make new friends and take part in numerous student activities.

We encourage you to enjoy student life to the fullest and to become actively involved in the university community.

To help you get started with your Master's degree, we have put together the following presentation. Here you will find important information about your degree programme, the course content, the examination modalities and the various services offered by the university and the faculty.

We would like to congratulate you once again on your admission to the Master's programme in Mechanical Engineering at the Ruhr-Universität Bochum. We are proud to have you as part of our university community and look forward to accompanying you on your academic journey.

If you have any questions or concerns, I and our staff in the Examinations Office will be happy to help. Do not hesitate to contact us if you need assistance.

We wish you a successful start to your Master's degree and an inspiring time at the Ruhr-Universität Bochum!

With best regards

Dr.-Ing. Holger Grote
Managing Director of the faculty and student advisor for Mechanical Engineering

INHALT

- Study organisation
- Infoportal – Moodle
- Study plans and module descriptions
- FlexNow exam organisation software
- Examination regulations
- Counselling opportunities
- Confirmation of participation in obligatory counselling interview
- Enrolment

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STUDY ORGANISATION – E-MAIL ADRESS

When you enrol, you will receive an e-mail address from the Ruhr-Universität Bochum. Please use this address for all future communication with us. E-mails from other accounts will neither be read nor processed. The name is formed as follows:

- **first name.family name@edu.ruhr-uni-bochum.de**
- **first name.family name@edu.rub.de (short version)**

The RUB e-mail address is protected by a user name (called Login ID) and a password, which are also required for login in many other areas such as the e-learning platform Moodle.

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INFOPORTAL - MOODLE

The Faculty uses the e-learning platform Moodle to distribute information to students

→ https://moodle.ruhr-uni-bochum.de/?lang=en

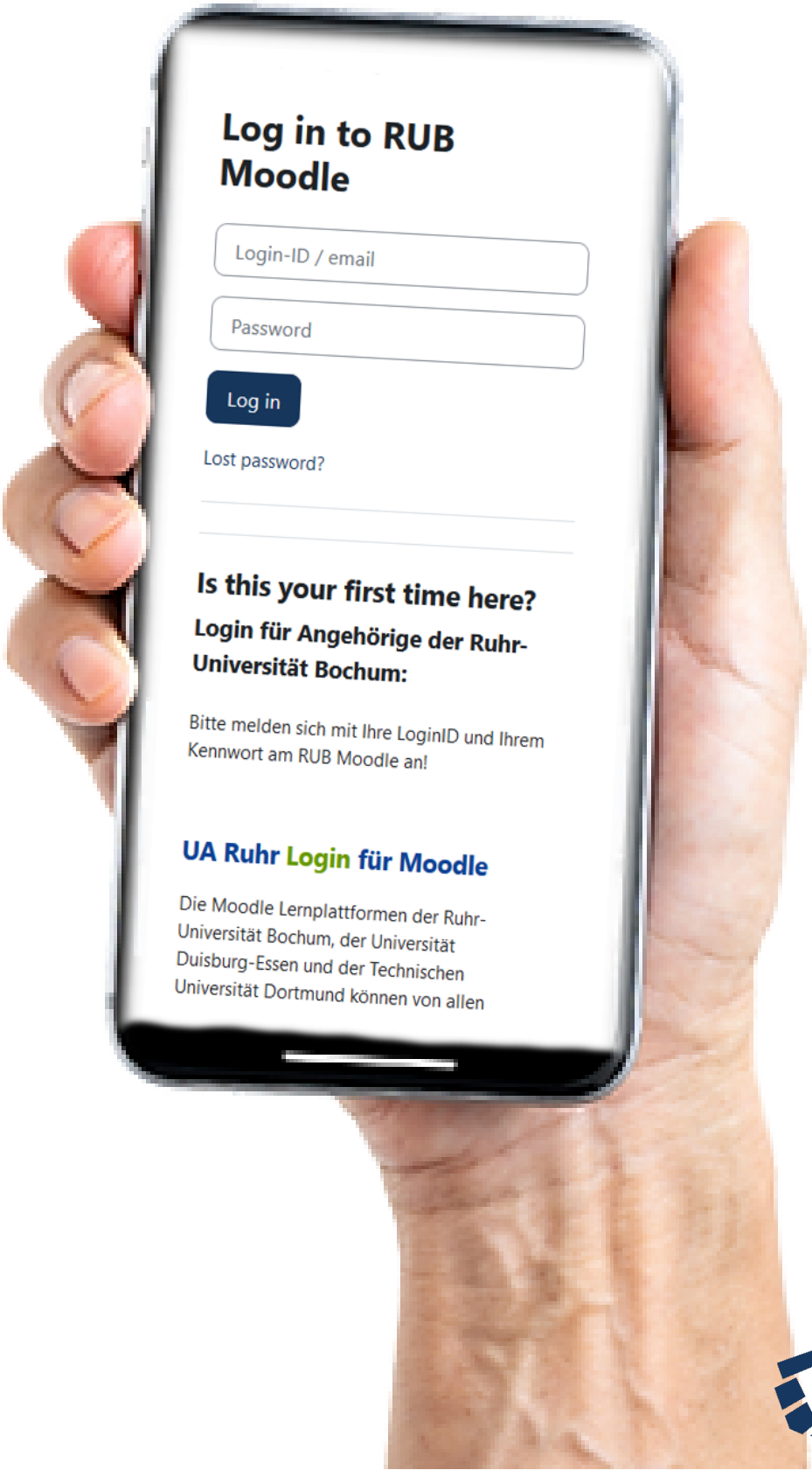
Login:

- **User name (called Login ID)**
- **Password (corresponds to the password of your Login ID)**

Master‘s programme Mechanical Engineering:

- **Course name „ME-Info“**

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ME-INFO COURSE CONTENT

NEWS

Current information, new fundamental decisions

DATES

Deadlines, examination dates, study plans with lecture times and basic dates

EXMINATION REGULATIONS

Information on the examination regulations, annotated examination regulations

STUDY CONTENT

Info on the elective area (STEM modules, non-STEM modules, language courses)

MAJOR FIELD OF STUDY

Information on change of specialization

FORMS

Forms for applying for certificates, submitting attestations, recognitions, etc.

FINAL PAPERS

Procedure and rules for registration and submission of theses

CREDIT RECOGNITION

Guides and forms for recognition of study achievements from other universities

MASTER‘S ADMISSION

Information an the process of admission to the Master‘s programme

CERTIFICATES

Information on the application for a certificate and the procedure for issuing a certificate

Other content

Contact addresses, counselling services, keyword index, site plans

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ORGANISATION OF STUDIES - STUDY PLANS AND MODULE DESCRIPTIONS

The study plans and module descriptions can be found on the website

https://www.mb.rub.de/studium-mb/en/downloads-englisch/



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EXAM ADMINISTRATION SOFTWARE - FLEXNOW

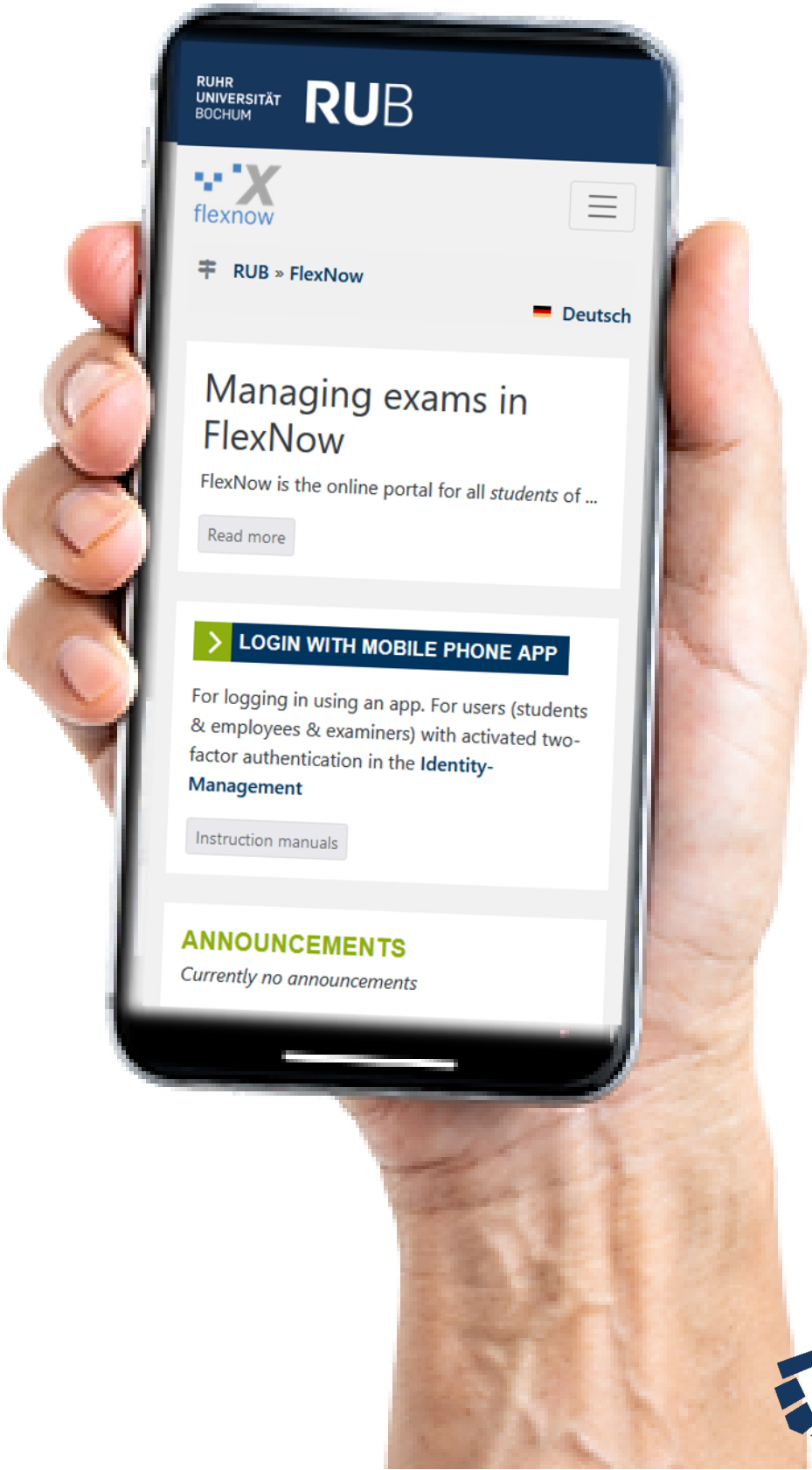
The faculty uses the examination administration software FlexNow for the administration of examinations. Access is via an app. Information on access can be found here:

https://www.flexnow.ruhr-uni-bochum.de

If you still have questions, please contact FlexNow Support:

support@flexnow.rub.de

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Deutsch
Managing exams in FlexNow
FlexNow is the online portal for all students of ...
Read more
LOGIN WITH MOBILE PHONE APP
For logging in using an app. For users (students & employees & examiners) with activated two-factor authentication in the Identity-Management
Instruction manuals
ANNOUNCEMENTS
Currently no announcements

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EXAMINATION REGULATIONS - IMPORTANT REGULATIONS AND PARAGRAPHS

- Written examinations must be registered via FlexNow up to two weeks before the examination date (as a rule). For all other examinations and for modules with limited participation, individual registration deadlines may have to be observed. Deregistration is usually possible up to 7 days before an examination.

- You have 3 examination attempts. Failing an exam three times means that the study course has been definitively failed, i.e. you may not continue your studies.

- If you fail a written examination twice, you have the option of applying for an oral supplementary examination, which is not a separate attempt. The best possible grade in this case would be a 4.0.

- For admission to the Master's thesis, at least 50 LP (maximum 2 modules still open) from the Master's programme must be passed.

- A change of specialization is possible once upon application. If you want to change the specialization, you have to proof German Language skills, as only the specialization Sustainable Energy Systems and Circukar Process Engineering is taught in English

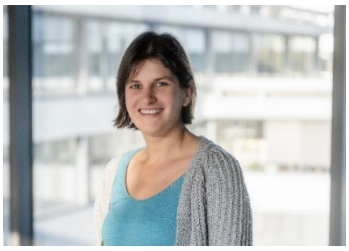
- You may submit 3 applications for a grade improvement of different examinations.

COUNSELLING

International students examination's office

For questions concerning:

- **Master's admission**
- **Credit recognition**
- **Examination registration**



Maria Mehring

Contact for international affairs of the faculty

- **Exchange programmes**
- **International studies**



Maria Polyakova

Study counselling

- **Appointments for a consultation on the content of the major Sustainable Energy Systems and Circular Process Engineering can be arranged by email:**
  beratung-mb-evt@fluidvt.rub.de

Tutoring

- **The student council will offer tutoring and individual consultation to help new international students start their studies and get to know their study environment**
- **Contact and appointments: international-mb@rub.de**

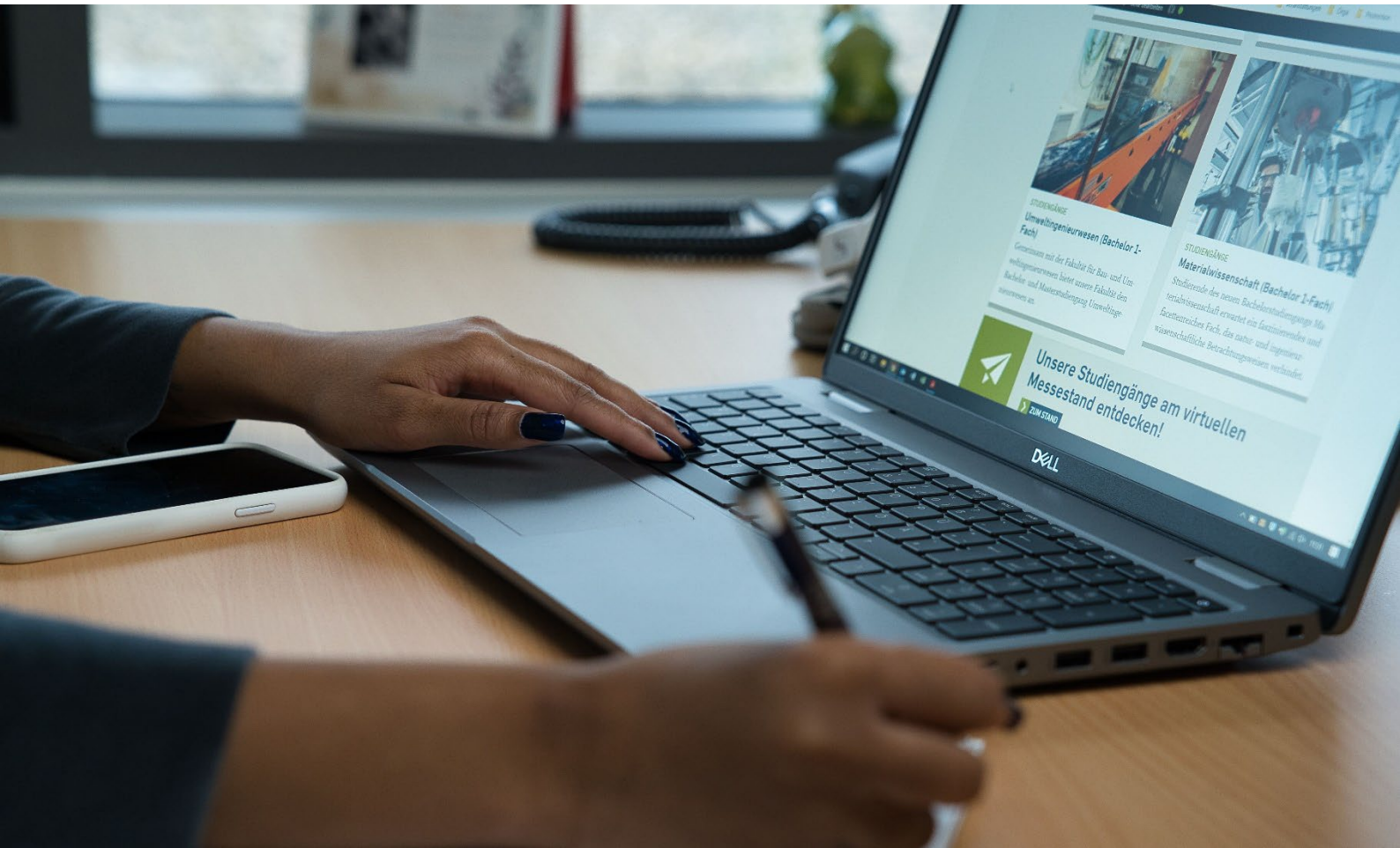
International Student Services (RUBiss)
For general formal, social and organizational questions

- https://international.ruhr-uni-bochum.de/en/rubiss-international-student-services
- https://international.ruhr-uni-bochum.de/en/coming-bochum

APPLICATION PROCEDURE

Many questions are already answered by the information on the faculty website :

https://www.mb.rub.de/studium-mb/en/master-englisch/master-admission/



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OBLIGATORY COUNSELLING – INTERVIEW

Reading this information replaces the counselling interview required for enrolment.

Participation in the obligatory counselling interview has already been confirmed for you in the admissions portal.

Are all other requirements for enrolment fulfilled?

Please inform yourself about the status of your application in the Application Portal or the admission letter.

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ENROLMENT

The last step is to enrol.

This is also possible online. To do this, follow the instructions that you will receive by email and in the Application Portal after admission.

Information on the enrolment process can be found on the following page

https://studium.ruhr-uni-bochum.de/en/enrolment

The office responsible for this area is the Registrar‘s office.

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ANY QUESTIONS?

For further questions please contact:

studium-mb@rub.de

Or the respective contact person.

