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# Welcome

## to Bochum and the Faculty of Social Science!



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!  
Sarah Zurek  
(Departmental Erasmus Coordinator)

# 1 Corona Info

## 1.1 Studying in Bochum

As you know, the Coronavirus pandemic has forced huge changes on all of us. But this winter term classes are organized inside the University.

Please keep yourself informed on the following websites:

- [RUB Corona Info: General information](#)
- [RUB Corona Info: Questions and answers about studying](#)
- [RUB: Corona Info: Questions and answers for international students](#)
- [RUB International Office: Contact](#)

## 1.2 Welcome

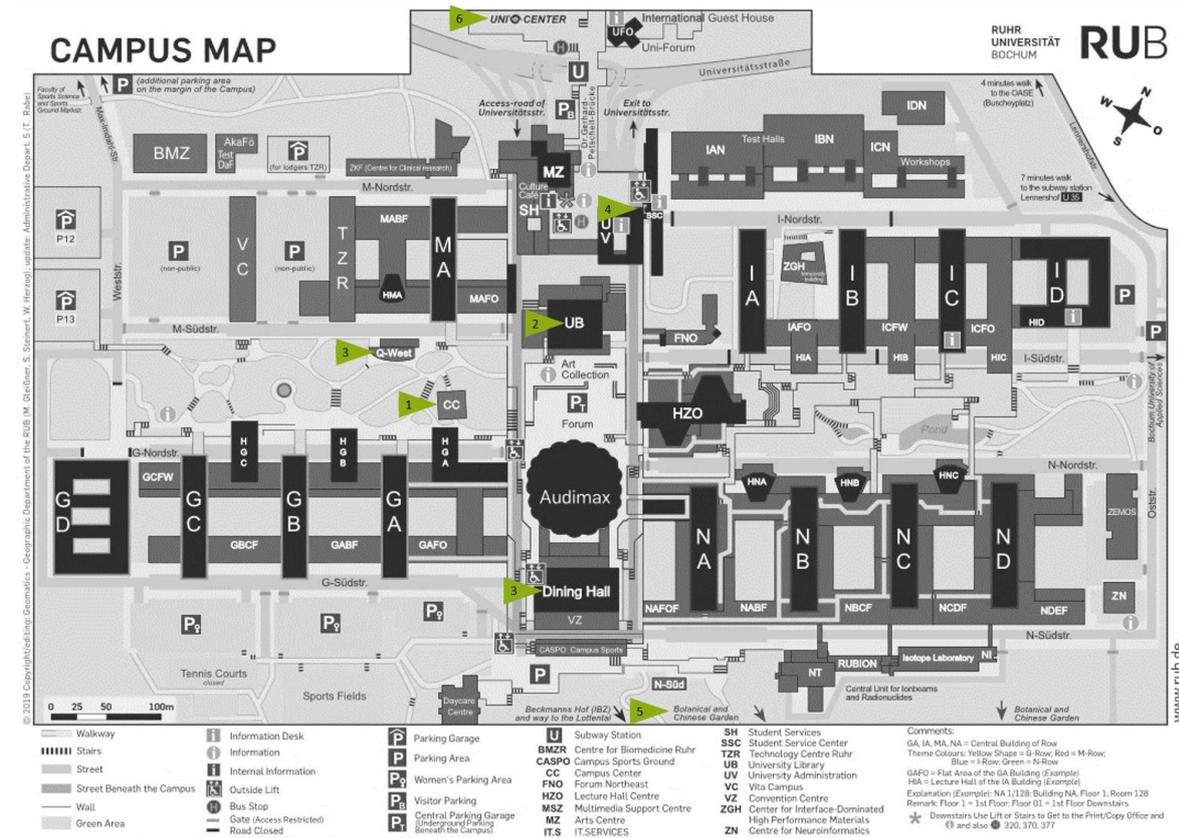
If you would like to take place in the face-to-face welcoming events of the international office have a look here:  
<https://international.ruhr-uni-bochum.de/en/international-welcome>

Also you can contact me if you are interested in having a **buddy** – a RUB student from social science that can support you!

## 2 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.

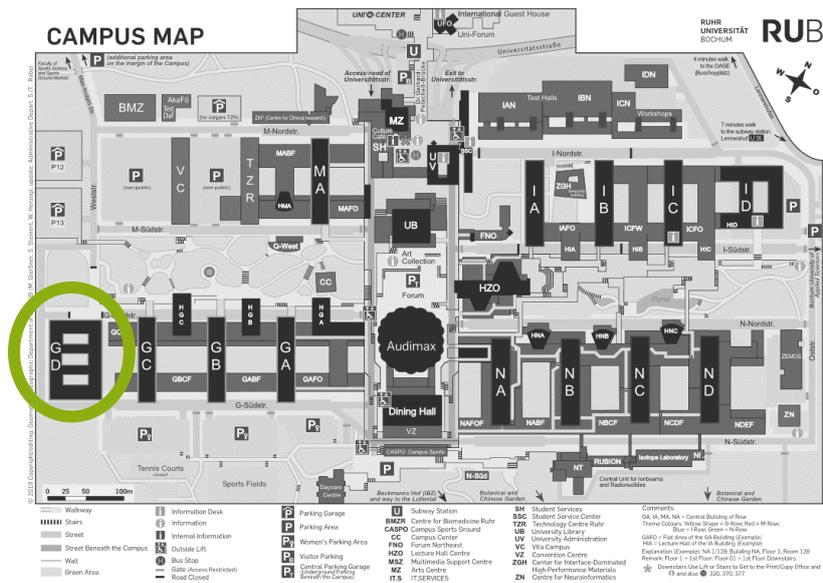
If you are looking for a building, check the [RUB Campus Map](#). Under this link you can also find information for cyclists, wheelchair users, cars users and short and long-distance travellers.



### 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)

## 2.1 The Faculty of Social Science



The Faculty of Social Science recently moved to the new building GD.

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. Mrs Tanriverdi/Mrs 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 Martin Werding 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 Sarah Zurek. Applications should also be handed in here. Ms Sarah Zurek, 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: [gleichstellung-sowi@rub.de](mailto:gleichstellung-sowi@rub.de), [Website](#)

## 2.2 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.

### Welcome of first semester

In the first week of studies the Dean and the Professors present the Faculty and Chairs to new students (in German): Wednesday, 12.10.22, 14.00h in the hall HGD 20.

### 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.

### SOPRA

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

## 2.4 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: <https://international.ruhr-uni-bochum.de/en/sprachcafe-bochum>

## 2.5 Erasmus Office

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.

## 3. Your Schedule



‡ **term 2022**

<https://studium.ruhr-uni-bochum.de/en/semester-deadlines>

Each student has to create an individual course schedule by him-/herself. We are glad to advise the incoming students and assist them by signing up for courses in Campus Office in the consultation hours of Departmental ErasmusCoordinator.

### 3.1 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.

Indicated time	Course hours	Indicated time	Course hours
08:30 – 10:00	08.30 – 10.00	14:00 – 16:00	14.15 – 15.45
10:00 – 12:00	10.15 – 11.45	16:00 – 18:00	16.15 – 18.45
12:00 – 14:00	12.15 – 13.45	18:00 – 20:00	18.15 – 19.45

Please note that not all departments use this system, so we recommend being on time for the first class.

### 3.2 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.

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. Campus Office is available at the PCs in the University Library and the University Administration building (UV). The student-ID and password will be needed.

**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.

### 3.3 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):**

**Proof of attendance (Studiennachweis)** 3 CP  
**Exam (Leistungsnachweis)** 4,5 or 5 CP (Bachelor) / 6 CP (Master)

**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.



GER	1,0	1,3	1,7	2,0	2,3	2,7	3,0	3,3	3,7	4,0	5,0
ECTS	A		B		C		D		E		F
Defin.	Excellent		Very good		Good		Satisfactory		Sufficient		Fail

**3.4 Course Catalogues**

**Sowi-Info**

This course catalogue includes all the courses taught at our faculty (in German and in English): [Website](#)

**International Course Catalogue RUB**

The International course catalogue includes all the courses taught in English at the university + language classes: [Website](#)

**3.5. The University Alliance Ruhr (UA Ruhr)**

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.

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:

#### **Technical University Dortmund**

##### **Faculty of Business and Economics**

Dr. Debra Hanning

Erasmus Departmental Coordinator

Friedrich-Wöhler-Weg 6, 44227 Dortmund

Tel.: +49 231 755 8300

E-Mail: [erasmus.wiwi@tu-dortmund.de](mailto:erasmus.wiwi@tu-dortmund.de)

[www.wiwi.tu-dortmund.de](http://www.wiwi.tu-dortmund.de)

#### **University of Duisburg-Essen**

##### **Institute of Political Science**

Dr. Georg Lammich

Coordinator MA Development and Governance

Lotharstr. 63, 47057 Duisburg, Room LF 326

Tel.: +49 (0)203/379- 3182

E-mail: [ifp-international@uni-due.de](mailto:ifp-international@uni-due.de)

[www.uni-due.de/politik/institute.php](http://www.uni-due.de/politik/institute.php)

#### **Institute of Sociology**

##### **Lucia Bonikowski**

Departmental Coordinator for International Affairs

Lotharstr. 65, 47057 Duisburg, Room LK 075

Tel.: +49 (0)203/379- 2197

E-mail: [soc-internat@uni-due.de](mailto:soc-internat@uni-due.de)

[www.uni-due.de/soziologie/institute.php](http://www.uni-due.de/soziologie/institute.php)

## 4. 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.

### 4.1 In-class Exams (Klausuren)

#### Registration for exams

Usually you are required to register for in-class exams on Campus Office<sup>1</sup>. 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.

### 4.2 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.

### 4.3 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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<sup>1</sup> 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.

## 5. Academic Research

### 5.1 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 02/35)**

•**Peer-to-peer Support:** Tuesday 10–13 Uhr and Friday, 13–16 Uhr in the building FNO, Floor 02, room 35

[Website](#)



### 5.2 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](#)



## 6. 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](mailto: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](#).

## 7. Contact Information

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

(Ms) Sarah Zurek

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

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

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

(Ms) Ina Hierath

International Office/RUBiss  
SSC 1/235  
Universitätsstraße 150  
D 44780 Bochum

rubiss@rub.de

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

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