



# STUDY GUIDE

## FOR INTERNATIONAL STUDENTS

Faculty of Social Science | Winter Term 2024/25

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## Welcome!

With this booklet, I warmly welcome you to the Faculty of Social Science. We are very happy that you chose to study at the RUB.

This study guide provides basic information for all international students who join us as part of Erasmus+ or other exchange programs, double degrees or for regular studies. It presents key facts on our faculty, a little how-to of studying in Bochum, and introduces you to important people and places.

You will also find suggestions for further counselling services and sources of information - for example, the International Welcome Day and the Erasmus Office, where you are always welcome for a personal consultation. I look forward to meeting you soon!

Have a good start and enjoy your stay!

### **Corinna Land**

*Study Advisor and Erasmus Coordinator, Faculty of Social Science*

## WELCOMING EVENTS

### INTERNATIONAL WELCOME

#### **Organized by RUBiss (RUB international student services)**

At the International Welcome, new international students receive helpful information on starting their studies, for example, introductions to the current online programmes at Ruhr University Bochum (RUB), information about city registration and course registration. Participants also get the opportunity to meet fellow students.

<https://international.ruhr-uni-bochum.de/en/international-welcome>

### WELCOME OF FIRST SEMESTERS

#### **Organized by the Faculty of Social Sciences, Dean's Office**

In the first week of every semester, the Dean welcomes first semester students (M.A. and B.A.) to our faculty. The event introduces the faculty with its study and research profile as well as important services.

*(German only)*

Wednesday, 09.10.2024, 14.00-16.00h, in the hall HGD 20.

### INTERNATIONAL WELCOME DAY

#### **Organized by the Faculty of Social Science, Erasmus Office**

The first few days at a new university, in a new country, are certainly exciting. There are so many questions, so many confusing impressions and procedures. The International Welcome Day at the Faculty provides orientation and a space for exchange. Study advisor and erasmus coordinator Corinna Land will answer your questions. But first of all, you will meet other students - other internationals as well as regular students who are curious to get to know you.

Wednesday, 16.10.2024, 16.00 – 18.00, in GD 03/141

## THE RUHR UNIVERSITY BOCHUM

Located in the heart of Europe in the dynamic metropolitan region of the Ruhrgebiet, Ruhr University with its 21 faculties is home to about 40,000 students and driving force of social change.



Ruhr University excels in cutting-edge interdisciplinary research across traditional boundaries, which benefits from hosting the full spectrum of academic disciplines – the humanities and social sciences, natural sciences, engineering and medicine.

### The RUB in figures:

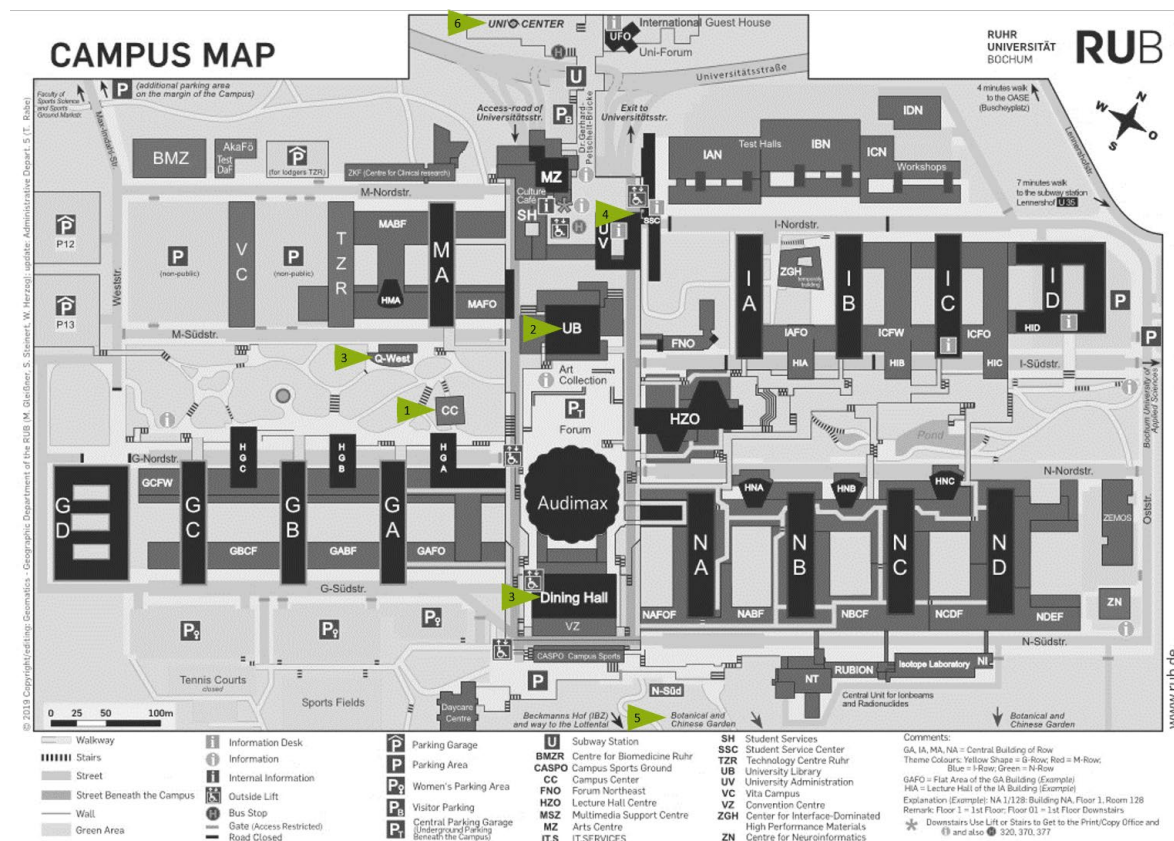
- 38,872 students are enrolled at RUB. It is therefore one of the largest universities in Germany.
- 6,442 international students are studying at RUB.
- 630 football pitches could be set up on the 4.5-km<sup>2</sup> campus.
- 300+ international partnerships with educational institutions in other countries.
- 17 Double and Joint Degrees with universities in Germany and abroad.
- 600 tonnes of stones were shipped from China to Bochum, which now adorn the Botanical Garden.
- 1 million kilogrammes in weights are lifted every day at the Unifit gym.
- 72,000 doors can be found on the campus – and 28,000 rooms.



## ORIENTATION AND IMPORTANT PLACES ON CAMPUS

At the beginning of the semester, you should take enough time to get to know the campus and look for your classrooms. Don't be afraid to ask for help! Everybody here remembers the feeling of getting lost in corridors that look the same. It can also be helpful to look at the emergency exit maps near the elevators, since they include room numbers.

If you are looking for a building, check the **RUB Campus Map**. Here 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 (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)

## **FURTHER SERVICES AT CAMPUS: SOFT SKILLS TRAINING AND LEISURE TIME**

The Ruhr University is a micro-cosmos, in which research and recreation, nature and culture complement each other.

### **Language Classes**

The ZfA (Zentrum für Fremdsprachenausbildung) offers language classes: [More information.](#)

### **Language Practice Meet Up “Sprachcafé”**

Practise your foreign language skills, help others learn a language and expand your international network. Participation is free of charge, registration is not required. [More information.](#)

### **University Sports**

The University offers 500 sports courses of 110 different kinds of sport. Try them out - or visit the university gym in the city: [More information.](#)

### **Centre of the Arts “Musisches Zentrum”**

The Centre of the Arts offers courses, workshops, exhibitions and performances in the three areas of art, music and theater: [More information.](#)

### **Career Service**

The Career Service offers workshops and counseling that may help you improve your skills and develop new approaches for career planning. [More information.](#)

### **Improve your Academic Writing Skills**

The “Schreibzentrum” (Writing Center) supports students in all matters relating to academic writing, from small writing assignments to final theses – all services are offered in English, as well! [More information.](#)

### **Botanic Garden**

Visit the 13 ha Botanic Garden and learn more about science and plants or enjoy the beauty of nature: [More information.](#)

## THE FACULTY OF SOCIAL SCIENCE



The Faculty of Social Science at the Ruhr-University Bochum consistently pursues a modern interdisciplinary approach to social science.

The key feature of the faculty is the combination of the following social science research and teaching fields:

- Political Science
- Sociology
- Social Psychology and Social Anthropology
- Social Policy and Social Economics
- Social Science Methodology and Statistics
- Didactics of Social Sciences
- Gender Studies

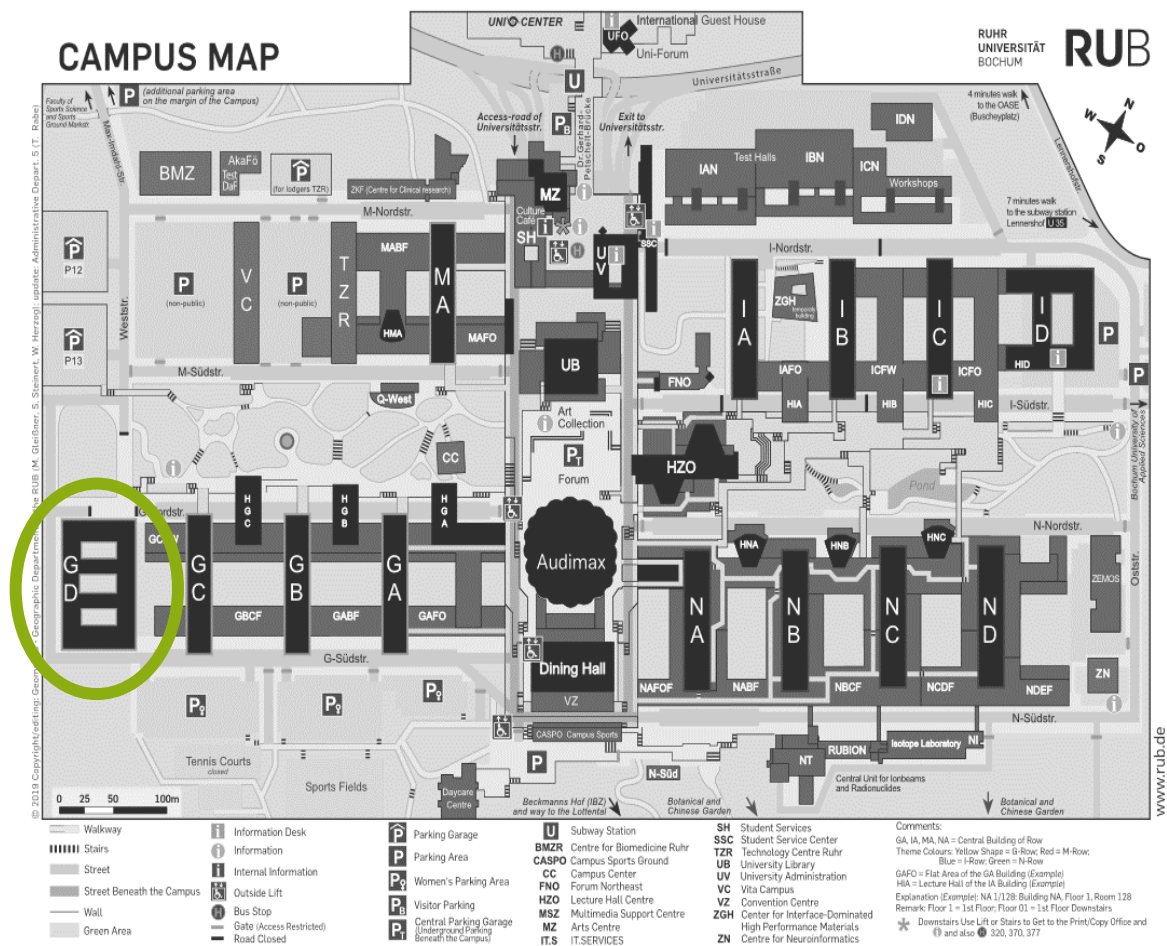
Students can choose between 5 different degree programs and further specifications. The guiding principle is the close linking of the individual social science disciplines as well as a mutually complementary both academically oriented and application-oriented education. The bachelor's and master's degree programs in the social science (one-subject) are characterized by a clear, interdisciplinary academic and research-methodological orientation. The focus in the two-subject models is more strongly subject and professional field oriented. Further information on our study programmes – including an overview about modules and the course of studies - can be found on the following websites:

Bachelor's degree programs: <https://www.sowi.ruhr-uni-bochum.de/studium/ba/index.html.en>

Master's degree programs: <https://www.sowi.ruhr-uni-bochum.de/studium/ma/index.html.en>



## ORIENTATION AND IMPORTANT PLACES



The Faculty of Social Science is located in the **building GD**. Knowing that already helps to read **room numbers** – like, for example,

### ► **GD E1/161**

- GD** is the building.
- E1** is the floor. The main entrance is on floor 03 – below is 04, upstairs 02, E1 and E2. (Yes, there is a logic behind it, although it is hard to see...)
- 161** is the specific room.

In GD you can find all administrative offices that belong to the faculty and most of our chairs.

### **The Dean's Office (Das Dekanat)**

The Dean's Office "manages" and represents the faculty. Inter alia, it coordinates everything that has to do with teaching and studying. Professor Martin Werding is the current Dean of the Faculty of Social Science and Dr. Jan Schedler is the Vice Dean/Dean of Studies.

### **International Services – Counseling for International Students**

Corinna Land, GD E1/161.

Office hours: <https://www.sowi.ruhr-uni-bochum.de/index.html.en>

The study advisor of the faculty, Corinna Land, can help you with all questions on your schedule and classes and is happy to provide all information you need in order to succeed in a new academic and cultural environment. Come by during office hours, drop us an e-mail or visit our website, where you find further information (including tips for events and sightseeing in Bochum).

**Note:** Please contact the RUBiss team for all questions concerning non-academic issues such as accommodation, visa issues and inscription procedures: [rubiss@rub.de](mailto:rubiss@rub.de)

### **The Examination Office (Das Prüfungsamt)**

Inga Bienert, Wendy Tanriverdi and Nina Hermes, GD 1/626 and 630.

Office hours: <https://www.sowi.ruhr-uni-bochum.de/pa/index.html.de>

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.

### **Internship Office (Das Praktikumsbüro)**

Dr. Helena Hartlieb, GD 1/165.

Office hours: <https://www.sowi.ruhr-uni-bochum.de/praktika/index.html.en>

The internship office is the contact point of the Faculty of Social Science for all questions concerning the entry into practice. Through information and counseling, events and cooperations, we support students in getting to know fields of work for social scientists at an early stage and in making contact with various organizations and companies.

### **The students' representatives (Die Fachschaft)**

GD 03/129.

Office hours: <https://www.sowi.ruhr-uni-bochum.de/fsr/ueber.html.en>

The members of the Fachschaftsrat Sozialwissenschaft (FSR Sowi) are the representatives of all students of the faculty of social science. It is open to all interested students and new ideas. Its goal is to establish as much autonomy and equal opportunities as possible for all students.

### **Equal Opportunities Officers at the Faculty**

Representative for Students: Melina Lindberg, GD 03/135

Office hours: <https://www.sowi.ruhr-uni-bochum.de/ze/gleichstellung.html.en>

The Equal Opportunity Representatives at the Faculty of Social Science advocate the interests of women and TIN (trans-, inter-, non-binary persons) of the respective status groups. This refers to students, technical and administrative staff, academic staff and professors.

### **Diversity Representatives of the Faculty**

Representative for Students: Kian Tschai Tchi and Rose Abed Hassan

Office hours: <https://www.sowi.ruhr-uni-bochum.de/ze/diversity/index.html.en>

The Diversity Representatives of the Faculty of Social Science are the contact persons at the faculty in cases of discrimination. They are committed to ensuring that diversity is specifically noticed and respected in all areas of the faculty and advise employees and students and refer those affected to appropriate counseling services. In particular, they provide advice and support to first-time academics, students and staff with international family histories, people of color, queer people, and others, if they so choose.

## **REGULAR EVENTS AND WORKSHOPS AT THE FACULTY**

### **Center of Methods (Methodenzentrum)**

The Center of Methods provides support for empirical research – including qualitative and quantitative methods, from research design to data analysis. It offers a workshop series, personal consultation and e-learning resources. [More information.](#)

### **Quo Vadis?**

A series of lectures in which interesting personalities talk about their career paths, present their day-to-day work and employment opportunities in the respective fields. [More information.](#)

### **SOPRA**

Our alumni association promotes networking and dialogue between students, graduates, researchers, and practitioners. It organizes several events, excursions and workshops throughout the semester. [More information.](#)

## STUDYING AT THE FACULTY

### CREATING YOUR SCHEDULE & REGISTRATION

Each student has to create an individual course schedule and register for the selected courses. In the following, we guide you through this process step-by-step.

#### Where do you find courses? The Course Catalogues

There are several course catalogues from which you can choose:

- **Faculty of Social Science, RUB:** All courses taught at our faculty can be found via [CampusOffice](#) (see picture below) or online ([Website](#)). Both interfaces look the same and are ordered according to the different study programmes. Make sure that you select the correct term! At the top of the list, you'll find collections of all social science courses at the RUB taught in English (one link for B.A. students and one for M.A. students), what might be quite helpful.

**RUHR-UNIVERSITÄT BOCHUM**

**eCampus**

**Information**

**Semester**  
WS 24/25

**Information**

- Study guide
- Audiences
- Units
- Programme structure
- Persons
- Rooms
- Search

**GENERAL VIEW VIII. FAKULTÄT FÜR SOZIALWISSENSCHAFT**

ID		
▲ VIII. Fakultät für Sozialwissenschaft		
*fremdsprachige Veranstaltungen im BA*		10
*fremdsprachige Veranstaltungen im MA*		15
▶ 2-Fächer Master: Module für alle Studienrichtungen		
▶ Bachelor		
▶ 1-Fach Master: Module für alle Studienprogramme		
▶ 1-Fach Master: Studienprogramm Management und Regulierung von Arbeit, Wirtschaft und Organisation		
▶ 1-Fach Master: Studienprogramm Gesundheitssysteme und Gesundheitswirtschaft		
▶ 1-Fach Master: Studienprogramm Stadt- und Regionalentwicklung		
▶ 1-Fach Master: Studienprogramm Globalisierung, Transnationalisierung und Governance		
▶ 1-Fach Master: Studienprogramm Kultur und Person		
▶ 1-Fach Master: Studienprogramm Methoden der Sozialforschung		
▶ Master of Education		1
▶ 2-Fächer Master: Studienfach Sozialwissenschaft, Studienrichtung Soziologie		
▶ 2-Fächer Master: Studienfach Sozialwissenschaft, Studienrichtung Politikwissenschaft		
▶ 2-Fächer Master: Studienfach Sozialwissenschaft, Studienrichtung Sozialtheorie und Kulturpsychologie		
Gender Studies		1
Veranstaltungen ohne Modulzuordnung		9

**CAS Campus**  
Version 7.1.7 (01)

- **International Course Catalogue:** All international students have the opportunity to broaden their horizon and study courses at other faculties. The [International Course Catalogue](#) includes all courses at the Ruhr University which are open to (international) students from other disciplines. 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.



- **General Course Catalogue:** If you speak German, you can also have a look at the [General Course Catalogue](#) of the RUB – there are many other courses open for you. Regular international students can study a broad range of courses as part of your programme in the “Ergänzungsbereich” (M.A.) or “Optionalbereich” (B.A.) - please consult the [“Sowi-Info”](#) for the detailed requirements.
- **University Alliance Ruhr:** The Ruhr-University is part of an alliance with two other universities in the Ruhr Area. The [“Common Course Catalogue”](#) provides an overview of all courses taught in English that are offered at the Faculty of Social Science, Ruhr University Bochum, as well as at our partner faculties within the [University Alliance Ruhr](#). That is:
  - the Faculty of Social Sciences at the University Duisburg Essen and
  - the Department of Business and Economics at the Technical University Dortmund.



These cities are close and with your “Studi Ticket” you can reach with no additional costs. Classes taken in Duisburg-Essen or Dortmund can be included in the Transcript of Records issued by the RUB at the end of your stay – but please inform us before the end of the semester if you wish so. If you are interested in these courses, please contact the departmental coordinators at the UDE or TU Dortmund that you find in the catalogue.

### Which courses should I take?

- **Exchange students** are free to choose from all these catalogues according to their individual interests. B.A. students are free to choose from M.A. courses, as well (if you like, contact the respective lecturer – sometimes it is possible to adapt the requirements. Note that you then will receive one ECTS less!).
- **Regular students** should consult the [“Sowi-Info”](#) or their study advisor to make sure that they know which kind of courses are compulsory to graduate – but of course, they are also allowed to study additional courses of they wish so.

[Here](#) you find a glossary of the most common types of courses offered at our faculty.

### Lecture Periods and Holidays

All courses are offered within the usual lecture periods at the Ruhr University Bochum: <https://studium.ruhr-uni-bochum.de/en/semester-deadlines> Here you will also find information on holidays.

### Registration for Courses – CampusOffice

Choosing your courses is not enough – you must also register for them via [“Campus Office”](#). To use CampusOffice, you must already be enrolled as a student and have an account (ID and password). The RUBiss team (RUB international student service) provides information and hands-on training on CampusOffice. Further tutorials can be found [here](#).

In seminars at the Faculty of Social science, we usually reserve spots for international students so that participation should be possible even if you register late. In case of any problems, please contact study advisor and Erasmus coordinator Corinna Land: [international-services@sowi.rub.de](mailto:international-services@sowi.rub.de)

## EVERYDAY STUDY LIFE

### Types of Classes

#### ■ Vorlesung - Lecture

Lectures take place in lecture halls. Senior researchers introduce you to specific fields of research – for example, present theories and empirical data, the historical development of disciplines, methods and methodology, and so on. Lectures are mainly based on the professor’s input, but you are free to ask questions! Usually, you are expected to prepare the sessions by reading the literature. Attendance is not compulsory. Lectures are typically completed with an in-class exam.

#### ■ Strukturierte Betreuung - Tutorial

Lectures are often accompanied by a “Strukturierte Betreuung”. These consist of smaller groups and there is more time for discussion of the information presented during the lectures and/or for practical exercises. For most tutorials attendance is voluntary – but it is highly recommended to participate.

#### ■ Übung – Tutorial

Some lectures – particularly those on methods and statistics - are accompanied by “Übungen”. Basically, they correspond to the “strukturierte Betreuungen” but provide even more hands-on practical exercises.

#### ■ Seminar - Seminar

Seminars are taught by professors, research assistants or graduated practitioners. Seminars are designed for intensive and interactive discussion of (compulsory) reading material. It is very common that students are expected to give an oral presentation in one of the seminar sessions.

### eLearning with moodle

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. <https://moodle.ruhr-uni-bochum.de/>

### Good to know: Class hours

One old-school peculiarity of the German academic system is its use of time – the indicated starting times in the course catalogues often differ slightly from the real ones. If not stated otherwise, classes usually start **c.t.** (“cum tempore” = “with time” in Latin). That means that classes start 15 minutes later and end 15 minutes earlier than indicated. The only exception is the first lesson a day, that usually starts at 8.30 am and ends at 10 am. And note: If the time is indicated as **s.t.** (“sine tempore” = “with no time”), the class starts on time! A few examples to make this clearer:

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	10.00 – 12.00 s.t.	10.00 – 12.00

Please note that not all departments use this system, so we recommend that you arrive early for your first lesson.

### The Social Science Library

Besides the main library – “Universitätsbibliothek”, located at the center of the Campus – the Faculty of Social Science has its own library. Please note that books can only be read on site or borrowed over the weekend. There are also 7 study rooms for groups within the library that can be booked online: <https://www.ub.ruhr-uni-bochum.de/fachbib/sowi/gruppenraum.html>

GD 04/220, opening hours: Monday to Friday 8 a.m. to 8 p.m.

### Hungry and Thirsty?

If you are looking for lunch, snacks and coffee, there are several places at [campus](#). The cafeteria in GD is a good - and nearby - place to stop for refreshments or a short break between two courses. If you enter through the main entrance on floor 03, you will find it immediately on the right. The current opening hours can be found [here](#).

## COMPLETING SEMINARS: PROOFS, CREDIT POINTS, AND EXAMS

### Proofs of academic achievement

If you look at the description of courses offered at the Faculty of Social Science you will notice that there are basically two ways to complete a seminar:

- **Proof of attendance** (in German "Studiennachweis"): Ungraded active participation  
Requirements: Preparation of the course sessions (e.g. by reading compulsory literature); attendance of course sessions (normally not recorded); some kind of task that you work on alone or in a group (a presentation, a poster, written exercises, tests, etc.)
- **Exam** (in German: "Leistungsnachweis"): Active participation plus some kind of exam.  
Common types of exams are listed below.

For most seminars and some lectures, you can choose which type you prefer. Check the description of the courses for specific information - the expectations vary from course to course.

### Credit Points

The Faculty of Social Science uses the ECTS System and awards Credit Points for your academic achievements. Please note:

- **Regular students** get credit points (German: "Kreditpunkte") only for completed modules – typically 9 or 8 Credit Points in the B.A. degrees and 9 Credit Points in M.A. degrees. However, the specific amount of Credit Points varies between type of modules, so please check the module descriptions in the ["Sowi-Info"](#) for more information.
- **Exchange students** can receive credit points for individual courses – the following is an exception that only applies to this group of students (Erasmus+ and other visiting students)!

How much Credit Points exchange students get for individual seminars, depends on the type of attendance and the specific seminar. Usually, a **proof of attendance equals 3 CPs** and a **graded exam 5 CP (Bachelor courses) or 6 CP (Master courses)**.

If you are not sure about your courses, please ask the [Erasmus coordinator](#).

*Note: Other faculties or universities might follow a different logic!*

### Types of Exams

- **Written Exam:** Exams are usually written on site (in the lecture hall or seminar room). Aids are generally not permitted - unless explicitly stated (e.g. for calculators or formula collections). You will receive information on the structure and content of the exam in the relevant course during the semester and especially in the last session. Make sure whether you need to bring something, such as paper. In addition, you have to **bring an ID**, preferably government-issued. In some cases, your RUB ID might suffice. As a rule, you should be early for the exams.
- **Term Papers:** In term papers, you will work on a question of your own choice on the basis of scientific literature and demonstrate that you can reflect and critically discuss the state of the art in the respective subject area. The exact length, the topic and the structure of a research paper should be discussed with the lecturer. The ["Tutorienprogramm"](#) of the faculty and the ["Schreibzentrum" \(Writing Center\)](#) will help you with all questions concerning academic writing – don't hesitate to use these services!



- **Oral Exams:** In oral examinations, you show that you can have a qualified conversation about the subject of the examination - for example, that you can present the state of the art and discuss it critically. It is common practice to prepare theses for oral examinations, which you present and justify. However, you should discuss the specific expectations, content and structure with the respective examiner in advance. Oral exams usually last 20 to 30 minutes. Please note: Regular Master's students are only examined in a completed module - i.e. they are asked about the content of two related seminars!

### Exams: Frequently Asked Questions

- **Is there a specific examination period?** The examination period depends on the type of an exam. *Term papers* are usually written in the lecture free period and are due with the last day of the semester (31 March and 30 September). In special cases professors may grant an extension. However, this must be discussed beforehand. *Exams* are usually written in the last week of the lecture period or in the first week of the lecture free period. If there is a second examination period (for selection or for repeat exams), it usually begins shortly before the beginning of the next term.
- **Do I have to register?** *For written exams*, you are usually required to register via CampusOffice. Registration periods are determined by the lecturers. In CampusOffice, you find an overview of all courses in which you have registered for exams ("Anmeldung zu Prüfungen"); Time and venue of the exam will be indicated here as well. In addition, you can withdraw from the exam here. *For term papers and oral exams*, please ask the respective lecturer for the procedure.

### Grading System

You will get grades for "proofs of attendance" (see above). "Proofs of study" are ungraded.

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

The grading system is 1 to 5. 1 is the best grade, 5 means that you did not pass.

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
	Excellent		Very good		Good		Satisfactory		Sufficient		Fail

## AT THE END OF YOUR STAY (FOR EXCHANGE STUDENTS)

### 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

All international students can use CampusOffice to create their Transcript of Records – the overview of all proofs of academic achievements and grades. The Transcript of Records is your official certificate. An English version is available.

**No Credit Points, only “n.n.”?** Exchange students will notice that the Transcript of Records does not show your Credit Points. This is because – normally – credit points are only awarded for completed modules. Don't worry - there is an exception of this rule for exchange students (see above).

To get an adapted version of your transcript, showing all credit points, please contact the faculty's [Erasmus Coordinator](#). Please make sure that all courses are shown in your transcript already! In your e-mail to you should include the following information:

- matriculation number (stated on your RUB student ID)
- degree of studies (M.A. or B.A.)
- courses taken at UDE or TU Dortmund (if any)

If you need your transcript to be sent by e-mail directly to your home university, please let us know.

### BUREAUCRATIC TASKS

Before returning, exchange students also have to cancel their registration at the citizens' bureau, close their bank account etc. Detailed information is provided by the RUBiss team [here](#).

## CONTACT

### ERASMUS COORDINATION AT THE FACULTY OF SOCIAL SCIENCE

**Corinna Land (she/her)**

International Services/ERASMUS Coordination

Faculty of Social Science

GD 1/161

Universitätsstraße 150

D 44801 Bochum

Consultation hours: Tuesdays, 9 -12 a.m., and upon appointment

Tel. +49 0234 32-22966

[international-services@sowi.rub.de](mailto:international-services@sowi.rub.de)

[www.sowi.rub.de/internationales/incomings.html.en](http://www.sowi.rub.de/internationales/incomings.html.en)