



# Studiführer

for students of the student council 7/3  
Kommunikationswissenschaft & Psychologie  
(communicational sciences & psychology)



GERMANISTIK

B.Sc. Technik-Kommunikation  
B.Sc. Psychologie  
B.A. Sprach- und Kommunikationswissenschaft

M.Sc. Technik-Kommunikation  
M.Sc. Psychologie  
**M.Sc. Computational Social Systems**  
M.A. Digitale Medienkommunikation  
M.A. Empirische Bildungsforschung



## JUST A WORD...

At this point we would like to say a few words about a widespread phenomenon at the university: The big bluff. What on earth is that?

Well, you will experience it in the lectures and exercises. You are surrounded by a lot highly intelligent and clever people sitting around you, listening attentively to the professor and understand everything that you yourself almost despair of. It is like poker: The winner is the one who makes the coolest and most inscrutable face, even though he or she has nothing in his or her hand, or in our case - doesn't understand anything.

Some students have mastered the bluffing game to perfection. It even goes so far that you think you have to correct the professor (they make mistakes too, but...). It can really get you down at the beginning when you have the impression that everyone else has already understood the material and everything seems to be trivial. Since you don't want to embarrass yourself, you start to play along with the game. You actually learn it quite fast. Especially since there are lecture notes for many lectures and it is easy to read what the lecturer is about to say. At some point you will be able to bluff just as well as the others. Unfortunately, this does not help anyone. At some point, everyone studies side by side and no one dares to ask the others for help - someone might notice that you don't have a clue. Once you get to that point, it's incredibly difficult to stop bluffing. Everything could be much easier if everyone would approach each other a little bit.

The self-confident mask is usually just put on to cover up your own insecurity. But once the distance is overcome, you will find out that the others feel the same way as you do. Often the others are glad that someone approaches them, because they might not have been able to do it themselves. You can't expect others to come up to you and address you. The first step, as so often in life, you have to make by yourself.

You cannot study alone.

It is much easier to cope and more fun if you approach the whole thing together...  
laughing, crying, studying or procrastinating.

If everyone sticks together a little more, studying will be an unforgettable time.

*Your Student Council*



## TABLE OF CONTENTS

<b>Table of contents.....</b>	<b>4</b>
<b>Foreword of the Student Council .....</b>	<b>6</b>
<b>The student council - That's you, too!.....</b>	<b>7</b>

## BACHELOR & MASTER

<b>M.Sc. Computational Social Systems.....</b>	<b>8</b>
<b>During the studies.....</b>	<b>10</b>

## ALL AROUND THE STUDIES

<b>During the studies</b> .....	<b>10</b>
The Examination Regulations.....	12
Course and Examination Forms.....	13
Course Registrations / RWTHonline.....	13
Inspection.....	13
Additional Educational Offers .....	14
<b>The real Campus</b> .....	<b>16</b>
Learning spaces .....	18
Libraries .....	18
<b>The online Campus</b> .....	<b>20</b>
Matriculation Number & TIM Identifier .....	22
RWTH Outlook Web App (RWTH Mail).....	22
Bluecard.....	22
Eduroam .....	23
Moodle .....	23
RWTHApp.....	23
Selfservice .....	24
RWTHonline .....	24
RWTH VPN .....	24
<b>University Politics (HoPo)</b> .....	<b>26</b>
Student Self-Administration .....	28
Akademische Selbstverwaltung .....	30
<b>Besides the Studies</b> .....	<b>32</b>
Study Financing.....	34
Living in Aachen .....	35
Student Initiatives .....	36
For your Freetime .....	36
<b>Key Contacts</b> .....	<b>40</b>
<b>Always there for you</b> .....	<b>42</b>
<b>Impressum</b> .....	<b>43</b>



## FOREWORD BY THE STUDENT BODY 7/3

All beginnings are difficult. The beginning of your studies, for example - this one can be really hard. That's why this study guide is intended to give you one thing above all: an initial orientation.

If you have already started your studies, you will find a lot of useful tips and information for your study organization on the following pages. If you are still before your studies, this booklet can serve as a decision-making aid and support you in choosing the combination of subjects that corresponds to your interests.

On the first pages you will find an overview of the individual subjects with detailed descriptions and how they are put together. This is followed by useful information about the organization of your studies and the procedures at the university. At the end you will find information to make your life easier and a collection of important terms and addresses with all relevant contacts and institutions.

We have compiled the information in this booklet conscientiously with the help of the Student Advisory Service, from our wealth of experience, and not least from the examination regulations. Nevertheless, it is possible that some of the information or the official regulations on which it is based may change shortly after the printing of this edition. Thus, some things are already outdated at the moment they are put down on paper.

However, so that you do not have to wander haphazardly through your studies, this study guide will help you to understand the context and to keep you up to date with the help of the address collection.

The latest version of the study guide as well as other interesting information can be found on our student body website ([www.fskowi.rwth-aachen.de](http://www.fskowi.rwth-aachen.de)).

We hope you enjoy reading it and wish you every success in your studies!

## The student body - that's you too!

All students in the Bachelor or Master of Technology-Communication, Linguistics and Communication Science, Psychology, Digital Media Communication, Empirical Educational Research and Computational Social Systems belong to the student body 7/3 Communication Science & Psychology.

Once per semester these students elect their student representatives, the student council, at a plenary meeting. This is us.

Student council work is very versatile and includes among other things:

- professional development
- first semester work
- finances
- events
- teaching
- public relations
- technical administration

If you have any questions or problems, contact us at any time. The current office hours as well as information from and about the student body 7/3 can be found on our website and on our bulletin board in front of the student council room. Also outside the office hours you can often find one of us in the student body room. A visit is always worth even if you just want to relax a bit, read something or drink a coffee.

We usually meet on Tuesdays at 7:15 p.m. in room 114 in the Karman building for our student council meetings. You will always find the latest information on our website. Of course all interested people are welcome to these meetings and we are glad about every visit.



### OFFICIAL EMAIL DISTRIBUTION LIST OF THE STUDENT COUNCIL

**YOU WANT TO BE INFORMED ABOUT THE MOST IMPORTANT CHANGES OF YOUR FIELD OF STUDY AND BE REMINDED OF IMPORTANT DEADLINES? YOU DON'T WANT TO MISS THE LATEST INFORMATION ABOUT LECTURES, SEMINARS, PARTIES AND OTHER THINGS?**

**THEN JUST WRITE US AN EMAIL TO [FS@FSKOWI.RWTH-AACHEN.DE](mailto:FS@FSKOWI.RWTH-AACHEN.DE) AND WE WILL REGISTER YOU ON ALL DISTRIBUTION LISTS.**



# M.Sc. COMPUTATIONAL SOCIAL SYSTEMS

## GENERAL

This course of study is directed at Bachelor graduates from Computer Science, Psychology, Philosophy and Sociology. Missing requirements can be caught up on during the study within certain limits. Almost all courses are caught in English, apart from a few electives.

This course of study teaches methods from computer science to research questions from social science and applied ethics, which concern collection and processing of data from individual, organisational and personal context.

## APPLICATION

Computational Social Systems does not have a Numerus Clausus in the winter semester of 2021/2022. Application is open for anyone with a Bachelor's degree and sufficient ECTS credit points in the relevant field, according to the exam regulation. We provide an unofficial translation of the CSS exam regulation on our website:

[fskowi.de](http://fskowi.de)

## STUDY CONTENT

### First Year

In your first year, you will get to know the basics of Social Data Science, Psychology and Applied Ethics.

You will decide which of these fields you want to specialise in and select your electives accordingly.

In the Major „Social Data Science“ you will learn about „Social Networks“ and „Text Mining“, programming in Python and analysing large amounts of data from the internet.

„Introduction to Data Science“ will teach you the application, methodology and infrastructure of Data Science, especially towards sociological research.

In the Major of Ethics of Human-Technology Relation you will take classes about Applied Ethics and Human Technology Interaction, which cover both fundamental knowledge and current research about the ethics of technology in a social context.

The third Major, „Human-Technology-Interaction“, will teach you courses like Empirical Research methods and Experiment Design, which contains the basics of empirical research and prepares you to perform empirical experiments.

Over all Majors, you can choose from a list of different electives like „Designing of Interactive Systems I & II“,

„Social Computing“, „Moral controversies“ and „Social-technical change and Transformation Dynamics“.





## Second Year

In your second year of studying you will participate in further electives and your Master project, as well as the Master thesis itself.

You will have to apply your gained knowledge and methodology and delve further into some of them.

The colloquium will give you an opportunity for exchange of the knowledge you have gathered on your specific topic for the Master thesis.

If you have further questions, feel free to contact us, the student council, via mail at:

[fs@fskowi.rwth-aachen.de](mailto:fs@fskowi.rwth-aachen.de)

If there are any questions left - just send me an email:  
[fs@fskowi.rwth-aachen.de](mailto:fs@fskowi.rwth-aachen.de)



Lars

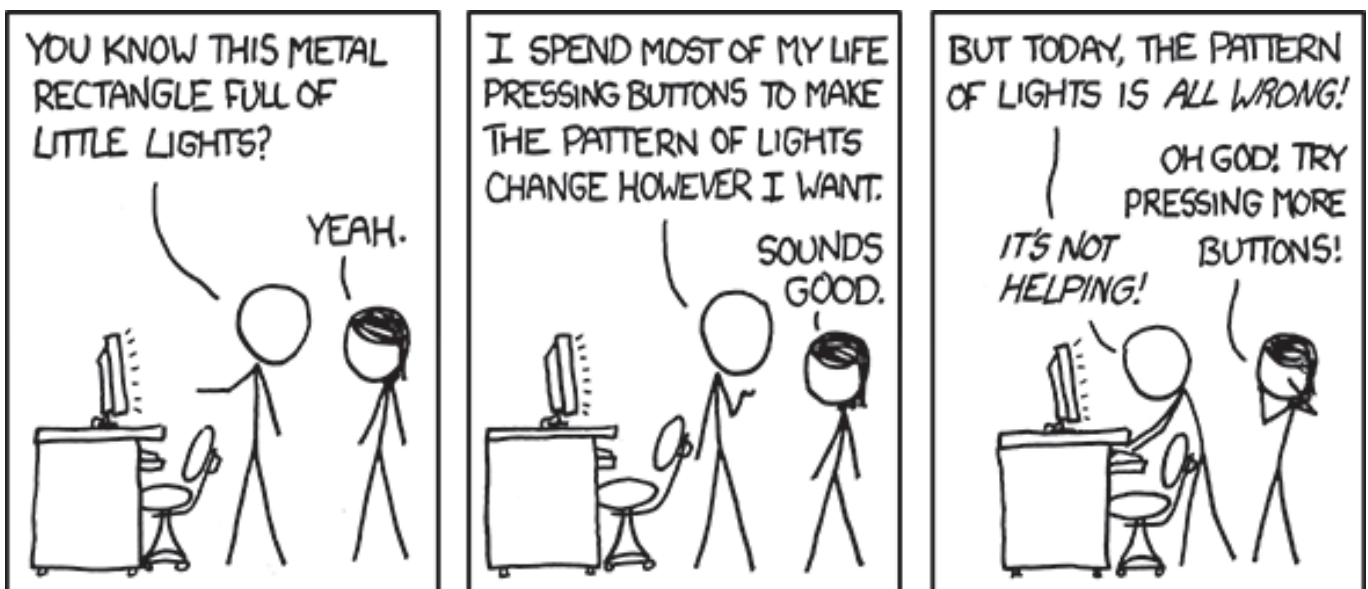
CSS



## CSS – AND THEN?

Computational Social Systems is a newly founded, interdisciplinary field. We are the first university in Germany to offer it.

Graduates will have the knowledge and ability to collect data, process them with machine learning technology, prepare and publish the results, and interpret them in a social and ethical context, according to your choices of your major and electives.





# During the Studies

?



## DURING THE STUDIES

### THE MOST IMPORTANT THING: THE EXAMINATION REGULATIONS

The examination regulations are something like the law of your studies. They contain everything that is important for your studies. For example, what rights and obligations you have. You can also find out which courses you have to attend during your studies, which exams you have to take, how many pages a Bachelor's thesis should have, and so on.

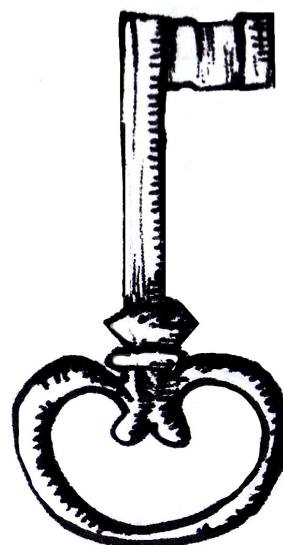
It also states whether attendance is compulsory in a course or not. The currently valid examination regulations for a degree program can be found on the RWTH website under Official Announcements [1]. It is worth taking a look at it regularly, in order to keep up to date with the latest changes. The contents listed in this booklet can also change in the course of a change in examination regulations. There are usually several examination regulations and amendment regulations. As a rule you can just expect that you always study according to the most current version. However, there are some exceptions. For example, you may be allowed to complete modules you have already started according to the old regulations or modules you have already completed are no longer affected by a new regulation. If you are unsure which regulations apply to you, you are welcome to come to the student council and ask or send us an email. You can also find a module catalogue for your degree program on the RWTH website. This gives you information about which courses must or can be completed in your degree program and when. It also lists the objectives, requirements, forms and examinations for the courses and modules and how many credit points (CP) you will receive for them. You can use this catalogue to put together your semester plan.

The examination regulations are superordinate to the comprehensive examination regulations. These contain generally applicable regulations for the examination regulations of each degree

program, e.g. for the inspection of exams. It is always worth looking at your examination regulations so that you can be sure that your studies are proceeding properly. If the examination regulations refer to the comprehensive examination regulations or you just still have questions after looking at the examination regulations, the student council is always available to advise you.

It can also happen that the lecturers themselves do not know exactly what the examination regulations state. However, you can always refer to them or argue based on them.

[1] <https://www.rwth-aachen.de/cms/root/Die-RWTH/Aktuell/~xhf/Amtliche-Bekanntmachungen/>



?

## COURSE AND EXAMINATION FORMS

The most common forms of courses are lectures, seminars and tutorials. A lecture is often accompanied by an associated seminar or tutorial.

The most common form of examination is the written exam, followed by term papers. Alternatively, oral examinations take place or students have to give a lecture.

Exams are written during the lecture-free period. There are two dates per year for this. In our degree programs, these almost always fall in the same semester. You can choose which date you want to take the exam at the beginning of the registration period. If you choose the first date, you have the opportunity to register for the second date, and if you fail the first exam you can still pass the exam in the same semester.

The submission deadline for term papers is fixed and is four weeks after the end of the lecture period for non-empirical term papers and five weeks for term papers with an empirical component. If you withdraw from this examination date, you will not have the opportunity to hand in your term paper again until the following semester.

In addition to written examinations, oral examinations may also be offered or required. These take place with the lecturer of the course attended and an assessor and usually last about 20 minutes. You are examined individually or in groups and find out the result directly after the examination. There is a difference between these and supplementary oral examinations, which are usually held after the third failure of a written examination in order to improve a 5.0 to a 4.0.

## COURSE REGISTRATION / RWTHONLINE

In order to take part in learning events and exams, you must first register for them via RWTHonline. This also gives you access to the virtual learning rooms in Moodle. Please note that registering for a course does not register you for the exam.

The registration periods are different. Please also note that different deadlines may apply for different subject areas.

Belated registrations cost time and nerves and may not always be possible.

## INSPECTION

When the exam grades are published, you have the opportunity to go to the inspection. You get to look at your exam again and check whether everything has been corrected correctly.

Lecturers can also make mistakes or miss points. That's why it's a good idea to go to the inspection - sometimes you can even get a better grade. If you don't have time, but would still like to go to the inspection, you can also give someone else power of attorney to inspect your exam.

Just note that you also have the right for inspections, which you can read about in the Comprehensive Examination Regulations under „§ 22 Einsicht in die Prüfungsakten“. An inspection should last at least 10 minutes or 20 or 30 minutes for exams with a duration of 60-120 or more than 120 minutes.

Since 2020, it is also valid that you can make a copy (scan, copy, photograph, etc.) in addition to notes.

FAQ of the ZPA: <https://t1p.de/0qeq>

## ADDITIONAL EDUCATIONAL OFFERS

### Language courses

Of course, there are also language courses at the university. In addition to most European foreign languages, the Language Centre also offers courses in Chinese, Arabic or Russian, for example. For languages in which you already have some knowledge, you usually have to take a placement test to determine the level of the course that makes sense for you.

Unfortunately, these classes are very popular and it is not guaranteed that you will get the course you want.

All information on courses and registration is available at [www.sz.rwth-aachen.de](http://www.sz.rwth-aachen.de).

### IT-Centre

Under the title „fit in IT“, the IT Centre offers further training in various computer applications. Classically, this includes training on the Microsoft Office package, i.e. Word, Excel, Outlook, PowerPoint, but also programming in Office using Visual Basic.

Even if most people are familiar with the programs, they will certainly learn some new functions beyond the standard applications. And after all, the whole program is free.

In addition to the Office applications, the IT Centre also offers training in LaTeX, the statistical analysis program SPSS (important for anyone writing an empirical final or seminar papers), MATLAB and SIMU-LINK (more for engineers) and a course on presentation techniques.

Registration is done via RWTHonline like a normal course registration. All further information can be found at <http://www.itc.rwth-aa-chen.de>.

### Career Centre / Applicant document check

When the end of your studies is approaching, it might be worth taking a look at what the Career Centre has to offer. Here you can find a number of courses (partly subject to a fee) that deal with the start of your professional life.

Of particular interest is the individual application portfolio check and advice on your own application strategy.

Career Centre staff will take a look at your application documents and give you helpful suggestions for improvement as well as tips on the right strategy for your job search.

In addition, there are training courses for job interviews, preparation for assessment centres and courses on how to present your skills in the application process.

You can find the complete and really extensive range of courses on the Career Centre website.

### Excursions and seminars of the student council

The student council is also active in matters of further education and professional orientation. For some time now, we have been offering excursions every semester to companies that are interesting as employers.

In the past, these were, for example, TheAppGuys (an „app forge“), Microsoft or the Jülich Research Centre. Of course, these excursions do not give you credit points, but should help you to orientate yourself professionally and to get to know potential employers.

For this reason, we continue to make every effort to offer as diverse an excursion program as possible. When excursions are coming up, we inform you via our mail distributors and on Facebook. So it is always worth following our channels.

In addition to the excursions, the student council also organises seminars, for example training courses on video production, Photoshop and Illustrator - all things that are required in media professions, but which you don't learn during your studies. We recruit qualified external lecturers for these courses. Therefore, there may be a small participation fee.

If you have suggestions for further seminars, please contact us and we will see what we can do. Of course, this also applies to the excursions.

### **Courses in other subjects**

Apart from the courses listed above, you have the opportunity to attend courses in other subjects and faculties - for example, if you want to take an additional subject in informatics, but also if you want to listen to a mechanical engineering lecture - the options are huge. You can find all the courses for a semester on RWTHonline.

There you can simply click through and pick a course. You cannot usually register for non-subject-specific courses directly at RWTHonline - so if you have found a course that you would like to take, it is best to contact the supervisor of the course.







# The real Campus



?

## LEARNING SPACES

You really need to study, but at home you're just successfully procrastinating or your neighbours are having a spontaneous party?

Theoretically, none of this is an issue! At RWTH there are numerous study rooms where you can study alone or together. Frankly, the rooms are pretty full during the exam period.

So here are a few tips:

The libraries usually function as quiet study rooms. The Central University Library offers reading rooms with an absolute no-talking policy. The respective departmental libraries are also a good place to go. The Mogam and the Sparkassen Forum, for example, are more suitable for study groups.

Please note: The study rooms are often overcrowded, especially at the end of the semester. So it's best to be there before opening time, otherwise you have little chance of finding a place to work. In case that doesn't work out, you can check the number of free places in a study room in the RWTH app (see „The Online Campus“). Here you can also find all the study rooms at RWTH - clearly displayed on a map.

### AVERAGE TIME SPENT COMPOSING ONE E-MAIL



## LIBRARIES

You can find textbooks and additional material for your courses and exam preparations in the libraries of RWTH Aachen University.

Here, too, the RWTH app (see „The Online Campus“) is a good supplement to the real campus: You can view or renew borrowed books and check your current balance.

### Central Library

The first important step is to activate your Bluecard. This not only identifies you as a student, but also serves as your library card. You can activate your card at the information

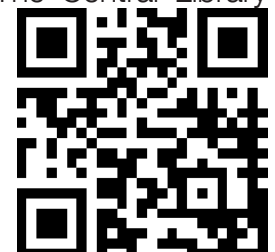
desk on the ground floor of the Central Library (Templergraben 61).

You can also pick up and return your ordered books there.

On the website of the Central Library you can find the various catalogues of the University Library.

You can search for and order books online or extend your loan period. The Central Library also has a reference collection that you cannot borrow, but you can view, copy and scan.

[www.ub.rwth-aachen.de](http://www.ub.rwth-aachen.de)



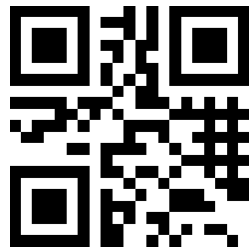
## Textbook collection

At Wüllnerstraße 3 you will find many textbooks that you will need for your courses. You can search for a book in the online catalogue and note the identification number. This provides information about the location of the book in the textbook collection. Once you have found the book, you can borrow it on the ground floor.

## Digital library

The DigiBib is an online catalogue of all university libraries in NRW. You can search for books here that you can't find at the RWTH. You can then order the books or individual sections of them via interlibrary loan.

However, this costs 1.50 euros as a flat-rate circulation fee.



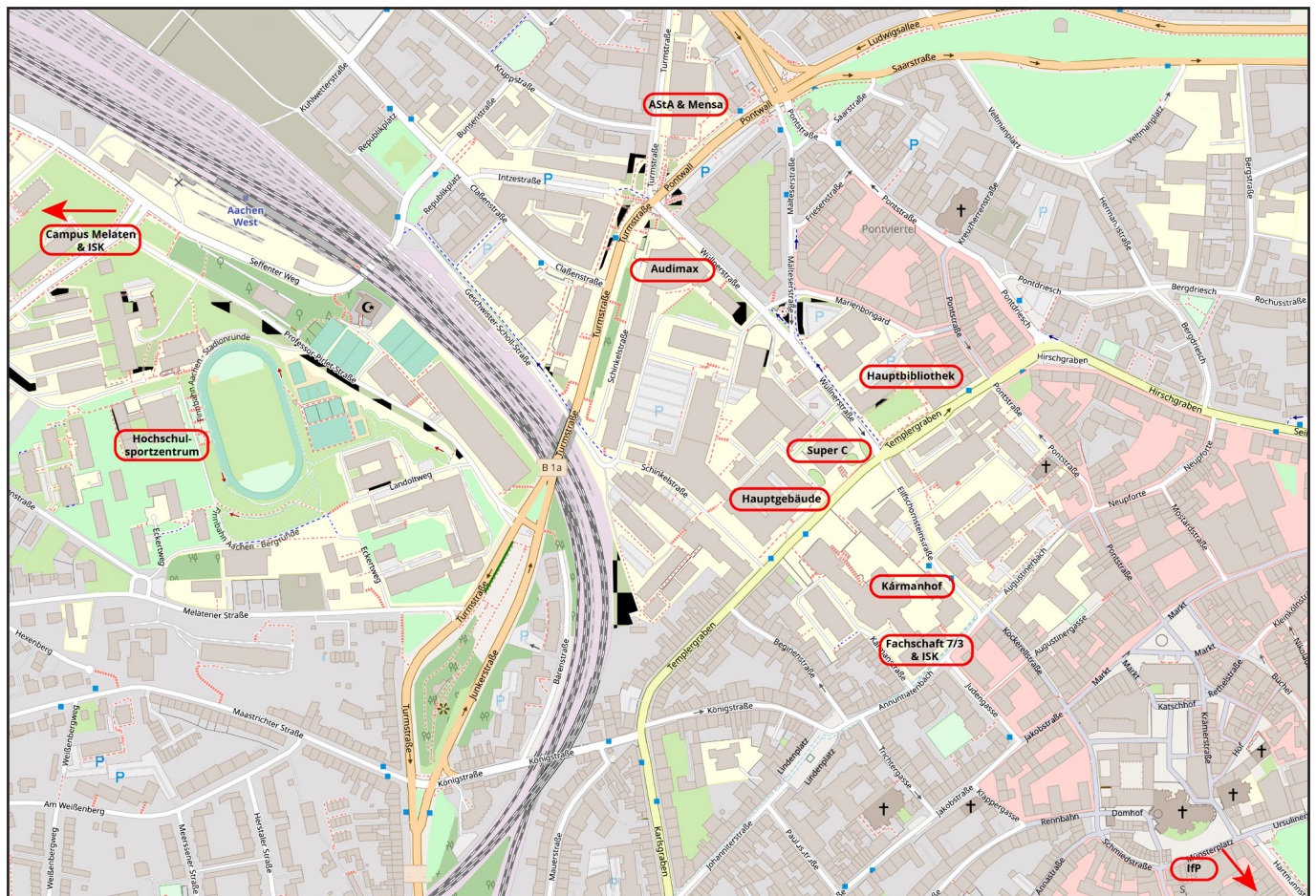
[www.digibib.net](http://www.digibib.net)

## Institute libraries

The individual institutes also have smaller libraries. In these you will find specific literature for the respective subject area.

Some departmental libraries are reference libraries, such as the German Studies Library and the Institute of Psychology.

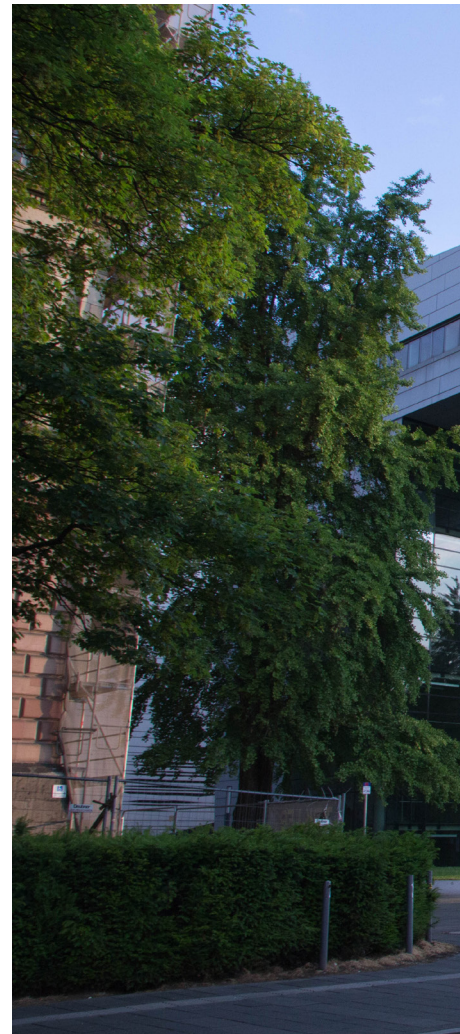
However, you can also order books from other institutes online.



map of all the relevant RWTH-buildings



# The online



?

# Campus



?

## THE ONLINE CAMPUS

### MATRICULATION NUMBER AND TIM IDENTIFIER

When you enrol, you will receive your matriculation number and TIM ID, two things that are elementary for the organisational part of your studies.

The matriculation number is your anonymised identity number, which you have to provide for exams, for example.

The TIM ID (user name of the single sign-on account) is something like your user name at RWTH Aachen University and consists of two letters and six digits, e.g. ab123456.

It is essential for logging in to most of the RWTH's online systems. After enrolment, you will receive a letter with an activation code which you have to enter on the website indicated there. You will then receive your TIM ID and the corresponding password. You can then log in to RWTHonline and Moodle and use the RWTH WiFi network. You can find more information on the website of the computer centre.

<https://doc.itc.rwth-aachen.de/x/>

### RWTH OUTLOOK WEB APP

When you enrol at RWTH Aachen University, you will also receive an email address, usually in the form: „firstname.lastname@rwth-aachen.de“. You can access your e-mails with any normal e-mail program or via the Outlook WebApp (OWA, [www.mail.rwth-aachen.de](http://www.mail.rwth-aachen.de)).

However, you do not have to log in with your RWTH e-mail address, but with your TIM ID

with the addition @rwth-aachen.de.

It is important that you check your mails daily, as relevant information about changes in schedules, exercises or exams is often distributed here.

You can find more information on how to set up your mail program correctly on the website of the computer centre.

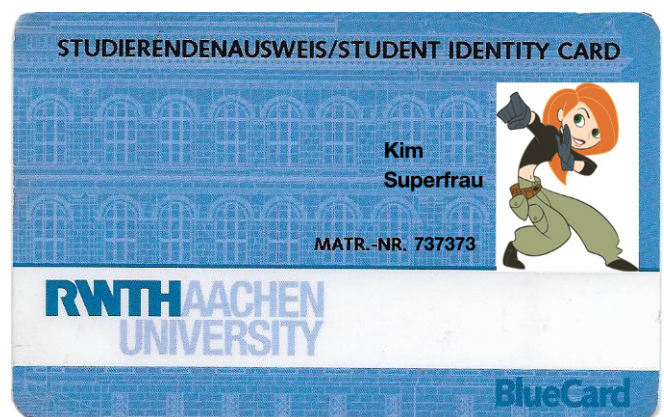
### BLUECARD

The Bluecard is basically your student ID card. In addition to this function, however, the Bluecard also fulfills a number of other practical tasks.

Among other things, it can be used to pay in the cafeteria (don't forget to charge it!), it is your library card and serves as an admission control for university sports or for internal university elections.

It fulfills various tasks relevant to your studies and you should always have it with you.

You will receive your Bluecard after your enrolment at the Sparkassen Forum under the SuperC.



## EDUROAM

Eduroam is the university's Wi-Fi network. You can receive it in most of the university's buildings and thus enjoy the advantages of fast internet access.

Special bonus: Eduroam is a worldwide project and is used by many universities.

So don't be surprised if you suddenly have the best Wi-Fi reception in a city other than Aachen. Unfortunately, there are always problems when logging into Eduroam, so it's best to follow the instructions from the computer centre.

<https://doc.itc.rwth-aachen.de/x/PoEp>

## MOODLE

The teaching and learning platform „Moodle“ has been available since the summer semester 2019.

There is a virtual learning room for each of your courses, where lecturers can upload current information and announcements (for example, if a lecture is cancelled) and learning materials

(for example, PowerPoint presentations and video recordings of the lecture).

Conversely, you sometimes have to upload things there too, for example your solutions to exercises or presentations of lectures.

<https://moodle.rwth-aachen.de/my/>

## RWTHAPP

Students not only have access to important data via RWTH Online, but there is also the RWTHApp!

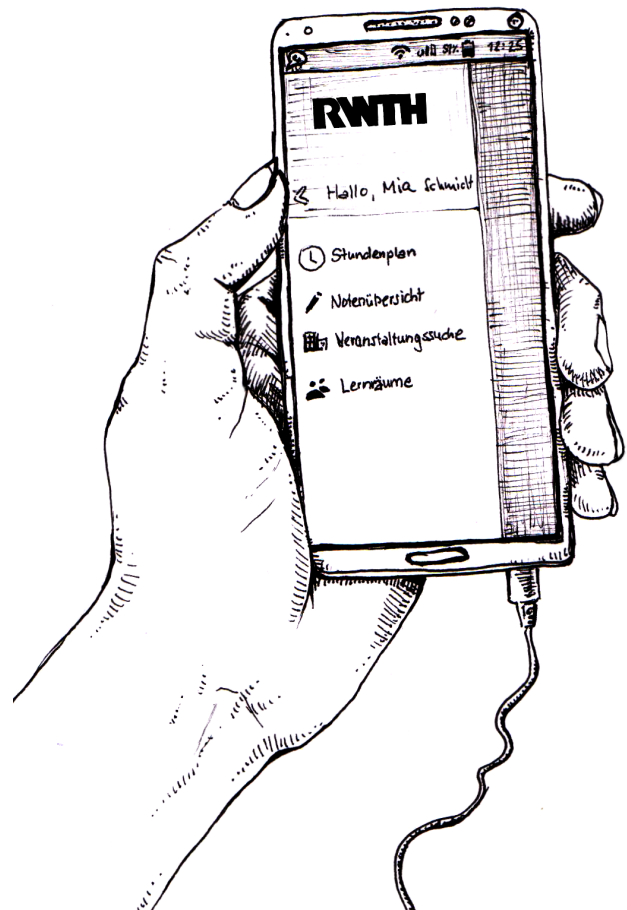
This app can also be used to access important data such as the grade list, timetables, information on loans from the university library, study rooms and the cafeteria menu.

You can also use the RWTH app to find out about upcoming dates and the latest news from the central systems and facilities of RWTH Aachen University, such as the teaching and learning portal RWTHmoodle.

It is also possible to use the direct feedback function to communicate with lecturers during lectures.

Furthermore, the chat support is also integrated into the RWTHApp. The chat support is an easy and uncomplicated way to ask questions and solve problems regarding the (IT) services of RWTH Aachen University.

If you are interested, simply download the app and discover for yourself what the possibilities are.



## SELFSERVICE

You can only change your passwords for the RWTH online services in SelfService. You can also log in there to upload a picture for your student ID card, the Bluecard, for example.

Here you can also register different devices for Eduroam and edit and adjust your personal settings.

[www.rwth-aachen.de/selfservice](http://www.rwth-aachen.de/selfservice)

## RWTHONLINE

RWTHonline is where most of the administrative tasks of your studies will take place.













There you can check which courses are offered in the current semester and who the responsible lecturer is.

Registering for your courses and exams, putting together your timetable, checking your grades

and the status of your re-registration certificate are all organised via RWTHonline. RWTHonline also has many other functions.

You can find instructions on the RWTH net at:

<https://wiki-intern.rwth-aachen.de>.

 Applications	 Courses
 Documents	 Examination Regulations
 Language Center	 Modules
 My Course Evaluations	 Resource Occupancy
 Student Dossier	 Study Overview (Curriculum Support)
 Tuition Fees	 Wiki intern: Help

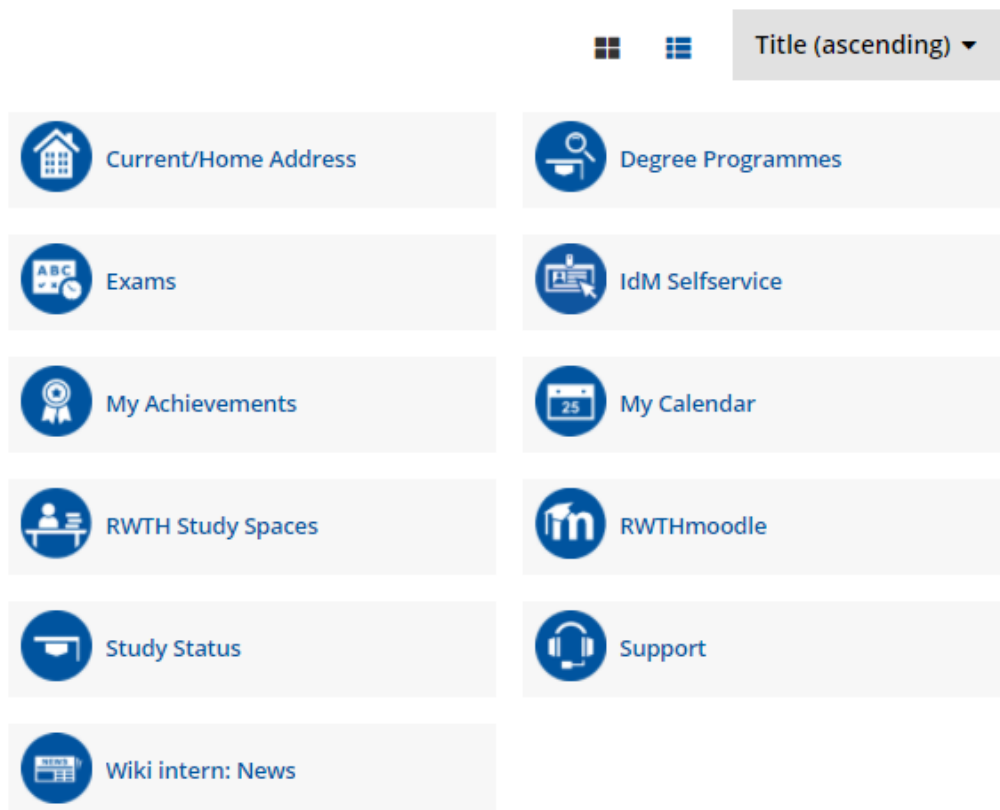


## RWTH VPN

The IT Center offers users the possibility of secure, encrypted access from outside to the RWTH network or parts of it. VPN client software is required to establish a VPN connection. At first it might seem a bit confusing (unless you're an IT professional), but once you've set up access, it's really easy. But what are the advantages of this network?

A computer that has established a connection to a RWTH VPN gateway can access RWTH-internal content on the RWTH Aachen University network in particular (e.g. library content). You can find more information and especially instructions on how to set up your VPN access here:

<https://doc.itc.rwth-aachen.de/display/VPN/Download+VPN+Client>

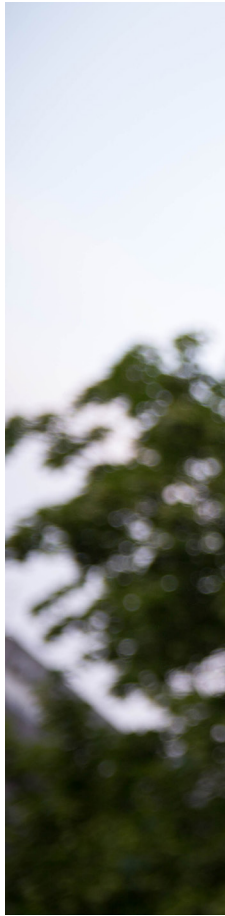


The screenshot shows a user dashboard with a grid of service tiles. At the top right, there are two window icons and a dropdown menu labeled "Title (ascending)". The tiles are arranged in two columns:

- Current/Home Address
- Degree Programmes
- Exams
- IdM Selfservice
- My Achievements
- My Calendar
- RWTH Study Spaces
- RWTHmoodle
- Study Status
- Support
- Wiki intern: News



# University



# Politics



# UNIVERSITY POLITICS

The university politics are a mystery to many students, not just first-year students - and rightly so. With so many structures and committees, it's easy to lose track of what's going on. However, this confusion dissolves as soon as you take a closer look.

And once you're in, you can make a big difference! That's why we're giving you a little insight into the decision-making structures at our university.

Basically, there are two types of administration at the university: student and academic self-administration, which are explained in more detail below.

## STUDENT SELF-ADMINISTRATION

Student self-administration includes all bodies and organisations that only concern the students and are administered by the students themselves.

The diagram below shows the organs of student self-administration and their relationships to each other.

### Student councils

All degree programs are assigned to Fachschaften (student bodies). You are part of the Student body 7/3 Communication Science & Psychology. When people talk about „the Fachschaft“ at the university, they usually mean the student council.

The student council is elected once a semester at the general assembly (Vollversammlung). All members of the student body are invited to the general meeting.

They then form the highest decision-making body of a student council. At this meeting, the previous student council reports on its work in the last semester. In addition, their actions are ratified, and the new student council is elected. So that you can get to know your representatives, elect them or become one yourself, dies academicus (or dies for short) is held during the general assembly. This means that there are no lectures.

Usually, the first point of contact with the student council is during the first semester. Tasks during the freshers' period include, for example, organising the introductory week or the freshers' party.

But the student council is also available before and after the introductory week to help prospective students or students with questions and problems.

This is just a small excerpt from our work - there are many more tasks and obligations that the student council has to fulfil.

If you want to find out more, have further questions or just want to have a look without obligation, just come along to a student council meeting.

Anyone who wants to can join in, whether elected or not. We meet regularly during the lecture period on Tuesdays at 7:15 pm in our meeting room (1821|114) on the first floor of the Kármán Auditorium, in the German Studies wing.

## General Student Committee

The next highest body on the student self-administration side is the General Student Committee (Allgemeiner Studierendenausschuss, AStA). The AStA is the highest executive body of the student body.

It manages the day-to-day business of the student body and represents the students vis-à-vis the university and the public.

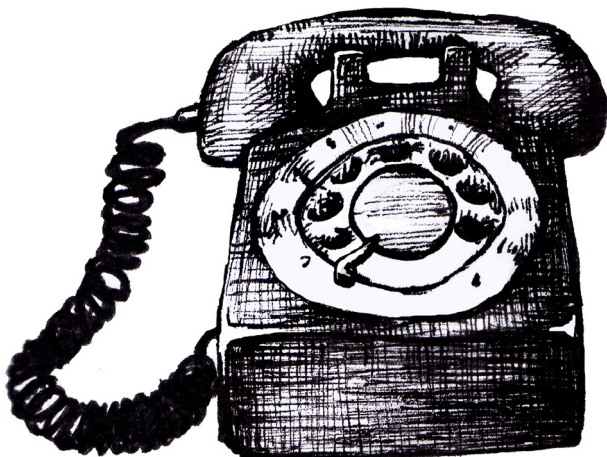
The AStA is divided into various departments. Typical departments are Chair, Public Relations and Political Education, Teaching and University Communication, Social Affairs, Finance and Organisation, Sustainability and Student Involvement and Culture, which are staffed by a team of student representatives.

However, other compositions are also possible. Each advisor is supported in his or her work by students who lead the projects.

In addition to its advisory services for students (ranging from housing, BAföG and examination to legal advice), the AStA administers the student fees and also monitors the funds of the student councils, for example.

Furthermore, the AStA members represent the student body in many university-wide committees and put together an extensive cultural program.

[www.asta.rwth-aachen.de](http://www.asta.rwth-aachen.de)



## Student Parliament (SP or StuPa)

The AStA is elected and its budget is controlled by the SP.

It is the highest decision-making body of the entire student body.

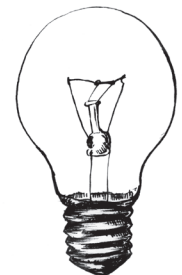
It is elected by the students once a year on the basis of lists. University political lists are comparable to political parties that compete against each other in an election campaign during the summer semester.

They represent a broad spectrum of all political, but also explicitly non-political directions.

Like the AStA, the SP takes care of almost all cross-curricular concerns of the student body. For example, topics such as the allocation and assignment of student representatives, the terms and conditions of the semester ticket or semester fees are discussed here.

The meetings of the SP take place regularly and are open to the public.

[www.stud.rwth-aachen.de](http://www.stud.rwth-aachen.de)



## Foreigners' Representative Council

The Foreigners' Representative Council represents the interests and concerns of students who are not from Germany vis-à-vis the university and the other students.

It is also elected annually and, similar to the election for the student parliament, different lists compete against each other.

Its tasks include promoting cultural and integrative projects, political events and providing assistance at the beginning of and during studies.

[www.av.rwth-aachen.de](http://www.av.rwth-aachen.de)

## ACADEMICAL SELF-ADMINISTRATION

Academic self-administration, on the other hand, is organised by the university, yet students also have voting rights in the bodies and can get involved and be elected to offices there. Here, too, there are commissions, committees and boards at various levels. This can be roughly divided into institute, faculty and university levels.

The diagram below shows the organs of academic self-administration and their relationships to each other.

### Faculty Council

The Faculty Council is the highest decision-making body of the faculty.

A faculty consists of various institutes, for example the Institute for Psychology is assigned to the Faculty of Humanities (7), but there are also many other institutes in Faculty 7.

In most cases, institutes with similar subject areas are combined into one faculty.

The Faculty Council makes various decisions that can have a direct impact on everyday student life. Here, changes are made to examination regulations or new or reassigned professorships.

It is therefore important that student members exercise their voting rights in this body. Especially when it comes to changing study and examination regulations, it is necessary for students to exert their influence. After all, it is the students who will later have to study according to these regulations.

The student members of the Faculty Council are also elected in the university-wide election in the summer semester, which means that you can also give your vote to your preferred candidate.

Since the student council usually has good contact to the student members of the Faculty Council, you can come to us at any time with questions, complaints or suggestions or have us refer you to the members of the Faculty Council.

### Dean's office

The Dean's Office is also located at the Faculty. It is elected by the Faculty Council and manages the faculty.

It consists of the dean and at least one vice dean. The Dean's Office carries out the decisions of the Faculty Council, but also decides autonomously on some issues.

For students, it is particularly important that the Dean's Office is responsible for ensuring that teaching functions properly. Furthermore, the Dean's Office represents the faculty vis-à-vis the university, the state and the public.

### Senate

While the Faculty Council is the highest decision-making body at the faculty level, the Senate is the highest decision-making body at the university level.

The Senate has primarily advisory functions. Since it brings together many influential people at the university, it nevertheless initiates many important decisions.

It decides on trend-setting topics that are relevant for all faculties, such as the framework examination regulations or the basic regulations of the RWTH.

Four students are also represented in this committee, along with many other stakeholders. Since not every faculty can send students as

senators, all faculties are grouped into constituencies. The students of our faculty, together with the Faculty of Economics (8) and the Faculty of Georesources and Materials Engineering (5), send one student member to the senate.

Here too, of course, every vote counts to determine your senator in the committee elections. If you have any further questions, please do not hesitate to contact us or your senator.

## The Rectorate

The Rectorate is the highest body of the university. It consists of a rector as chairperson and the chancellor. In addition, the rectorate at RWTH Aachen University includes five prorectors.

The tasks of the Rectorate relate primarily to organisational aspects of the university. For example, it is responsible for managing the university - accordingly, it is responsible for making all decisions at the university.

The rectorate is responsible for ensuring that all other university bodies, committees and boards perform their duties properly and that their members fulfil their obligations.

## Join in!

If you now feel like getting involved as well, you are very welcome. We are always looking for young people in all areas of student and academic self-administration.

You can not only achieve something in university politics, from which you and others will benefit directly or indirectly.

You also get to know the university from the inside, meet lots of new people and acquire important soft skills.

You will also learn how to represent your opinion to other students, professors or even the rector in numerous committees or commissions.



?

Besides





# the Studies

## BESIDES THE STUDIES

### STUDY FINANCING

As a student you have to make ends meet somehow. You can find a few possibilities for financial support here:

#### BAföG

BAföG stands for Bundesausbildungsförderungsgesetz (Federal Education and Training Assistance Act) and is a governmental support to increase equal opportunities. Anyone can apply for BAföG, but the amount of BAföG you are entitled to depends on your parents' income and assets. To receive the support, you must apply no later than the month in which you wish to receive the payments. If you are short of time, an informal application is sufficient. You can download the official application from the general BAföG page or pick it up at the Studierendenwerk (student union). Before submitting the application, please consider which documents are required, as they can be submitted later, but this may lead to delays. The maximum funding period corresponds to the standard period of study. However, the application is only valid for one year. So be sure to think about extending your application before the end of the time limit. By the way: If you receive BAföG, you also have the option of being exempted from the Rundfunkbeitrag. [www.bafog.de](http://www.bafog.de)

#### Scholarships

Scholarships are another way of financing your studies. There are various programs, such as those offered by the RWTH itself, church or political ones - so it's best to find out which one appeals most to you. Usually there is a financial support and a non-material support consisting of a program with different seminars and events. It is worthwhile to have a look at the RWTH website under the heading scholarships! [www.tinyurl.com/nll3zv3](http://www.tinyurl.com/nll3zv3)

#### Hiwi-Jobs

It is also possible to finance your studies with a part-time job. Hiwi-jobs are especially popular. Hiwi stands for „Hilfswissenschaftler\*in“ (auxiliary scientist).

You work at the university or on something connected with the university (research, etc.). On the website of the student council, you can find current job offers.

However, the positions are not always advertised, and it often pays off to ask the lecturers or chairs if a position is available.



[www.fskowi.rwth-aachen.de/index.php/stellenangebote](http://www.fskowi.rwth-aachen.de/index.php/stellenangebote)

#### Another little hint

This list gives you a brief overview of the most common options for financing your studies. Of course, there are many other possibilities, such as finding a part-time job outside of the university. If you have any questions, you can always contact the AStA. Here you can get advice on a variety of topics, including BAföG, jobs, health insurance and social loans. [www.asta.rwth-aachen.de/beratung/asta/](http://www.asta.rwth-aachen.de/beratung/asta/)

## LIVING IN AACHEN

Despite or because of its manageable size, it is sometimes not easy to find an apartment in Aachen. Therefore, we have put together a few tips for you.

### Apartment hunting

The easiest way to look for an apartment is of course the internet. As a starting point, some websites are listed below. There are also often apartment advertisements on university pinboards, such as the one in the Audimax.

The easiest way to find an apartment is locally. With so many students, someone is always moving out - and first come, first served. So keep your eyes and ears open and stay tuned! Once you have found an apartment, remember to change your residence at the city of Aachen within two weeks.

[www.wg-gesucht.de](http://www.wg-gesucht.de)

[www.campuslife.de](http://www.campuslife.de)

[www.immobilienscout24.de](http://www.immobilienscout24.de)

### Rental prices

To get an overview of the rent prices in the city, looking at the rent index of the city can be quite useful. One possibility to live cheaper is to live

in a shared flat.

If you prefer peace, quiet and your own apartment, it will be much more expensive. In addition, there are one-time costs to consider, such as a renovation, furniture and the move itself.

<http://www.aachen.de/BIS/FO/1060RentRatement2018.pdf>

### Residence halls

The rooms of the residence halls in Aachen are very popular, because you can get a single room for about 200€/month. So you have to hurry up and apply quickly! If you don't get a place right away, you can put your name on a waiting list. The dormitories offer not only inexpensive living but also freetime activities such as table tennis, a fitness room, bar or sauna. These spaces run under student self-administration, so residents are always actively involved in shaping the conditions of their residence. You can find more information about the residence halls on the website of the Studierendenwerk (student union).

<https://studierendenwerk-aachen.de/de/housing.html>



## STUDENT INITIATIVES

Student initiatives are associations of committed students. Their goal is pursuing common interests alongside their studies and to find some balance while studying.

By now, a wide spectrum of student initiatives has accumulated, ranging from a theater group to the studio orchestra or the debating club.

There is something for everyone.

An overview of all self-initiated activities at RWTH Aachen University can be found here:

<https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/~ejt/Engagement-Freizeit/>

## FOR YOUR FREETIME

### Food & Drinks

The typical place for students to go for food and drinks in Aachen is the Pontstraße. Numerous restaurants and bars are lined up, where everyone will find something suiting their taste and that at any time of the day or night.

At lunchtime or during the day, there is a wide variety of student offerings, making the Pontstraße a good alternative to the Mensa (canteen). But there are also a lot of small restaurants off the Pontstraße – for example at the market square or in the narrower alleys of the city center.

To conclude: just start somewhere and try your way through!

By the way, „Rudi rocks“ offers a good opportunity to get to know nice people from your area over a meal. You sign up together with a teammate and get assigned a dinner course (starter, main course or dessert).

Together you cook for two other teams, so that a total of six people eat dinner together. After each course, the individual teams move on to the next one, to be cooked for by new people somewhere in the city. So „Rudi rocks“ is the perfect way not only to eat delicious food, but also to meet new people.

[www.rudirockt.de](http://www.rudirockt.de)

### Parties

In the evening, the Pontstraße also invites you to party. You can find a cozy place for a beer or two, in the Papillon or also the Guinness House and among numerous other bars.

There are also various clubs where you can dance to all kinds of music and have fun until the early hours of the morning. An example for a popular one is the Apollo with the weekly „Remmidemmi“, which always takes place on Tuesdays. And if everything is too crowded in the Pontstraße or you get a craving for something new, try something a bit outside the city center, like the Musikbunker or the Hotel Europa. To find out where you can get the best beer in Aachen, it's also a good idea to take the Beer Bachelor. The goal is to walk from pub to pub and drink ten beers. If you manage to do this in seven hours, you will receive your Beer Bachelor certificate.

To find upcoming dates, check the Internet, for example on Facebook.

If you are looking for a good party, you can always drop by your student council! At events like our „Ausrastezeiten“ you can get to know students from your study program and all other study programs of the Student Council 7/3. If you don't want to miss any of our events, please have a look at our homepage or follow us on Instagram or Facebook.

We are very much looking forward to seeing you!

<https://www.fskowi.rwth-aachen.de/index.php/terms/>

## Culture

The list of cultural offers in Aachen is long. If you want to get a first impression of the cultural offers at the RWTH, you should have a look at the cultural offers of the AStA ([www.asta.rwth-aachen.de/kultur-static/](http://www.asta.rwth-aachen.de/kultur-static/)). From lecture hall slams and speeddrawing to various lectures, you can find everything there. We as the student council also organize a summer poetry slam every year in a beautiful outdoor setting at the Ludwig Forum Aachen.

For theater and cinema lovers there also is a wide choice in Aachen: In addition to the municipal theater with student discounts, there are performances by student theater groups. The cinemas we recommend are the Cineplex, the Apollo Kino and the Filmstudio of the RWTH, which takes place every Tuesday and Wednesday in the main building.

In general, Aachen is a city of culture. Several museums show both contemporary and classical art. A must see in Aachen is the cathedral with the cathedral treasury, but also the city hall and the Elisenbrunnen. There are also many other different events in Aachen, such as the Chio. If you want to go deeper into the matter, you can have a look at the most current events under the following links: [www.aachen.de](http://www.aachen.de) [www.klenkes.de](http://www.klenkes.de)

## Sports

For students it is a good idea to use the offers of the Hochschulsportzentrum (HSZ). From volleyball and basketball to martial arts and Kontakthüpfen (a top fitness class for the motivated), you can try everything at the HSZ for very little money or even for free. The only important thing is not to miss the registration - the courses are very popular and quickly booked up! For more information just have a look at the HSC page, where everything important is explained and described:

[www.hochschulsport.rwth-aachen.de/](http://www.hochschulsport.rwth-aachen.de/)





Besides the offers of the university, there are - despite the lack of water - several possibilities to go swimming in Aachen. Besides the indoor swimming pools (e.g. Elisenhalle, Osthalle, Südhalle etc.) there is the outdoor pool „Hangeweiher“, where you can swim your 50 meter lanes already early in the morning. And if you are not a fan of water and don't have the money for gyms, courses or fancy sports, you can just grab your bike or inline skates, ride along the Vennbahnweg towards the Eifel and enjoy the area. In summer, there are also free „Sport im Park“ courses in many parks, which are well worth checking out.

[www.sportimpark-aachen.de/](http://www.sportimpark-aachen.de/)

## Nature

Those who live in the center of Aachen often feel overwhelmed by buses, asphalt and traffic. But if you need a balance to this „urban jungle“ and think you have to drive for hours to get there, you're wrong! First of all, Aachen

has many parks where you can sit with your friends and enjoy the sun when the weather is nice. The most popular park for Aachen students is probably the Westpark with its barbecue meadow.

But if it's too crowded in the Westpark, you can also go to the Stadtpark or towards the Lousberg and find a quiet spot to read, relax and lie down. An insider tip at this point are the hammocks on the back of the Lousberg, where one can even admire the starry sky on clear nights.

Often underestimated are also the meadows, fields and forests behind Campus Melaten, which are easily accessible by bike. Other destinations worth seeing are the Hohes Venn-Eifel Nature Park or Kaiser Karls Bettstatt.

If you prefer to drive in the other direction, you can always make a detour to the Blausteinsee or to the Dreiländereck (a spot where three borders cross) Germany-Netherlands-Belgium and enjoy the view from the 34m high tower. It is also worth to cross the border by bike and make a tour through the beautiful small villages

and fields of Belgium and the Netherlands. If you have a little more time and ideally a car, you can also make trips to the Eifel. Whether these last only for a day and are used to swim in the Rursee, or whether one wants to hike along the Eifelsteig for two weeks - there will be something for everyone. In addition, there is the possibility to take the bus to the bus stop „Rurberg Seeufer“ and pay a visit to the outdoor pool at the Rursee. Or you can hike from there to the Urfttalsperre and enjoy a walk along the water. For more ideas about excursions at the Rursee you can get a first impression here:

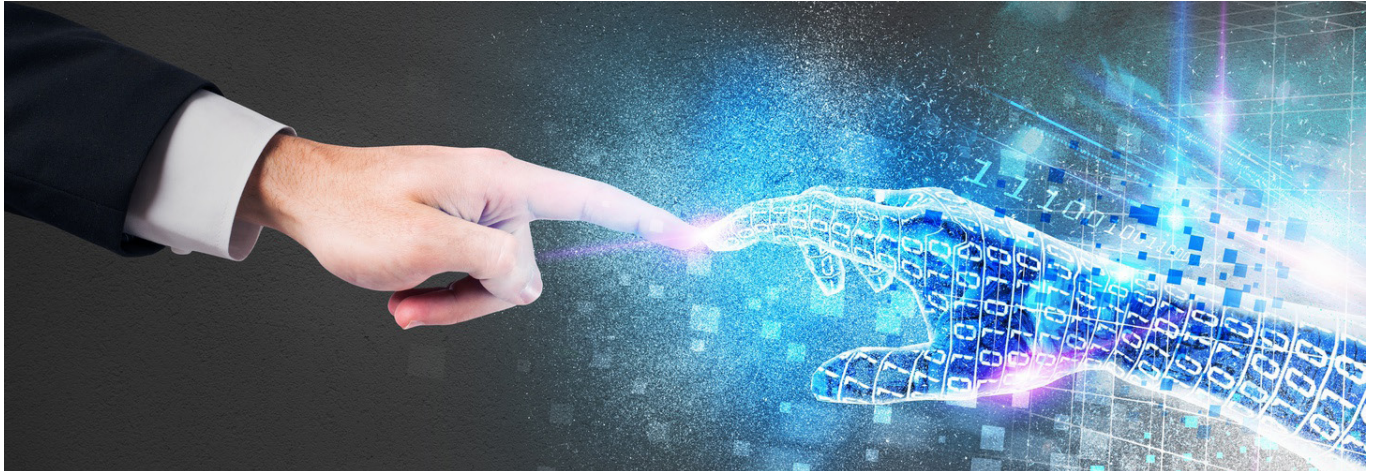
[www.rursee.de/rursee/sehenswertes-freizeit/](http://www.rursee.de/rursee/sehenswertes-freizeit/)

By the way, the RWTH itself also has a beach section at the Rursee, which in case of doubt might be a bit emptier than the public outdoor pool. At the „Veranstaltungsstätte Wildenhof“ you can not only swim, but also try different water sports. There is also the possibility to camp for little money. You can find more information here:

[www.rwth-aachen.de/cms/root/Die-RWTH/contact-arrival/space-administration/~bdsd/Wildenhof/](http://www.rwth-aachen.de/cms/root/Die-RWTH/contact-arrival/space-administration/~bdsd/Wildenhof/)



## KEY CONTACTS



## STUDENT REPRESENTATIVES

**Fachschaft 7/3 Kommunikationswissenschaft & Psychologie**

Eilfschornsteinstraße 15  
52056 Aachen  
(Raum 120, Kármán-Auditorium)  
fs@fskowi.rwth-aachen.de  
www.fskowi.rwth-aachen.de

**Allgemeiner Studierendenausschuss (AStA)**

Pontwall 3  
52062 Aachen  
Tel. 0241-80-93792  
asta@asta.rwth-aachen.de  
www.asta.rwth-aachen.de

## OUR INSTITUTES

**Institut für Sprach- und Kommunikationswissenschaft**

offizielle Anschrift:  
Eilfschornsteinstraße 15  
52056 Aachen

oder für Prof. Ziefle und Prof. Jakobs:  
Campus-Boulevard 57  
52074 Aachen  
www.isk.rwth-aachen.de

**Institut für Psychologie**

Jägerstraße 17-19  
52066 Aachen  
<http://www.psych.rwth-aachen.de>

**Institut für Erziehungswissenschaft**

Eilfschornsteinstraße 7  
52056 Aachen  
<https://www.ezw.rwth-aachen.de>

**HumTec Institut**

Theaterstraße 14  
52062 Aachen  
<https://www.humtec.rwth-aachen.de>

**YOU WANT TO WRITE A LETTER?**

**LETTERS TO ALL RWTH INSTITUTIONS WILL ARRIVE FASTEST IF YOU ADDRESS THEM TO THE CENTRAL MAILROOM. USE THE FOLLOWING SCHEME:**

**NAME OF THE INSTITUTION  
NAME OF THE PERSON  
RWTH AACHEN UNIVERSITY  
52056 AACHEN**



## ACADEMIC COUNSELING FOR ...

**Technik-Kommunikation – Kowi**

Simone Wirtz-Brückner, M.A.  
Campus-Boulevard 57, 3. Etage  
52074 Aachen  
Tel. 0241-80-96121  
fachstudienberatung@tk.rwth-aachen.de

**Empirische Bildungsforschung**

Dr. phil. Sabine Hering  
Eilfschornsteinstraße 7, Raum 104  
52062 Aachen  
Tel.: 0241 80 96557  
sabine.hering@rwth-aachen.de

**Technik-Kommunikation – Informatik**

Dr. rer.-nat. Christof Löding  
Ahornstraße 55, Raum 4115  
52074 Aachen  
Tel. 0241-80-22215  
informatik@tk.rwth-aachen.de

**Bachelor Psychologie**

Dr. phil. Andrea Philipp  
Jägerstraße 17-19, Raum 204  
52066 Aachen  
Tel.: 0241-80-93994  
bsc-studienberatung@psych.rwth-aachen.de

**Technik-Kommunikation – Maschinenbau**

Dipl.-Übers. Antje Zimmermann  
Kackertstraße 9, Raum 205  
52072 Aachen  
Tel.: 0241-80-983 56  
maschinenbau@tk.rwth-aachen.de

**Master Psychologie**

André Lerche & Dr. Christian Burk  
Jägerstraße 17-19  
52066 Aachen  
Tel.: 0241 80 92526  
msstudierendenfragenpsych.rwth-aachen.de

**Computational Social Systems**

Dr. Florian Lemmerich  
Theaterplatz 14, Raum 302a  
52062 Aachen  
Tel.: 0241 80 25514  
studienberatung@cssh.rwth-aachen.de

**SpraKo und Digimon**

Björn Meißner,  
Eilfschornsteinstraße 15, Raum 111  
52056 Aachen  
Tel. 0241-80-96078  
b.meissner@isk.rwth-aachen.de

## OTHER CONTACTS ...

**Fakultätsprüfungsausschuss**

Janne Wirtz, M.A.  
Kármánstraße 17-19, Raum 111  
52056 Aachen  
Tel. 0241-80-96366  
fpa@fb7.rwth-aachen.de

**International Office**

Templergraben 57, 52062 Aachen  
(SuperC)  
Tel. 0241-80-90660  
international@rwth.aachen.de  
www.international.rwth-aachen.de

**Studierendensekretariat**

Templergraben 57, 52062 Aachen  
(1. Etage, SuperC)  
Tel. 0241-80-94214  
studsek@zhv.rwth-aachen.de  
www.rwth-aachen.de/studierendensekretariat

**Zentrales Prüfungsamt**

Templergraben 57, 52062 Aachen  
(SuperC)  
Tel. 0241-80-90710  
zpa@zhv.rwth-aachen.de  
www.rwth-aachen.de/zpa

**Zentrale Studienberatung**

Templergraben 83, 52062 Aachen  
Tel. 0241-80-94050  
zsb@zhv.rwth-aachen.de  
www.rwth-aachen.de/studienberatung



ALWAYS THERE FOR YOU...

**... any questions left?**

In case you haven't found all the information you need in the study guide, or if you're still unclear about something, or if you just want to get to know us, come by the student council room. Our door is (almost) always open. You can also just drop in for a cup of coffee, give us feedback, or send us your criticism and comments.

**Good luck for your studies!**

Your Student Council Communication Science & Psychology



# IMPRESSUM

Reprinting and reproduction of any kind, including excerpts, is only permitted with the express permission of the Department of Communication Science & Psychology at RWTH Aachen University. No liability or guarantee is assumed for the correctness of the contents.

Possible corrections and updated information can be found on the website of the student council.

Print run: 300 copies

Status: 04.10.2021

## **Visiting address**

Fachschaft 7/3

Kármán-Auditorium, room 120

Eilfschornsteinstraße 15

## **Postal address**

Fachschaft 7/3

RWTH Aachen

52056 Aachen

## **Internet**

[www.fskowi.rwth-aachen.de](http://www.fskowi.rwth-aachen.de)

[fs@fskowi.rwth-aachen.de](mailto:fs@fskowi.rwth-aachen.de)

## **Comics**

The comics used in this study guide are exclusively from [xkcd.org](http://xkcd.org) (Randall Muncore) and are licensed under the „Creative Commons Attribution-NonCommercial 2.5 License“.

## **Photos**

All photos are either property of the Fachschaft 7/3 Kommunikationswissenschaft & Psychologie or come from [fotolia.com](http://fotolia.com) and are subject to the standard license for publications.

Full licensing terms at

[creativecommons.org/licenses/by-nc/2.5/](http://creativecommons.org/licenses/by-nc/2.5/)

# NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

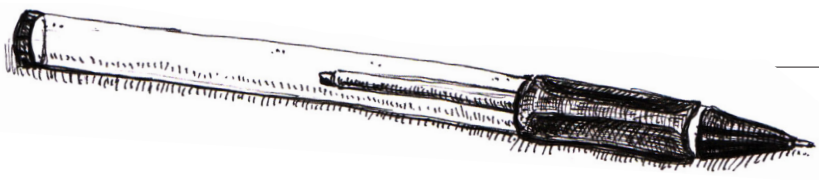
---

---

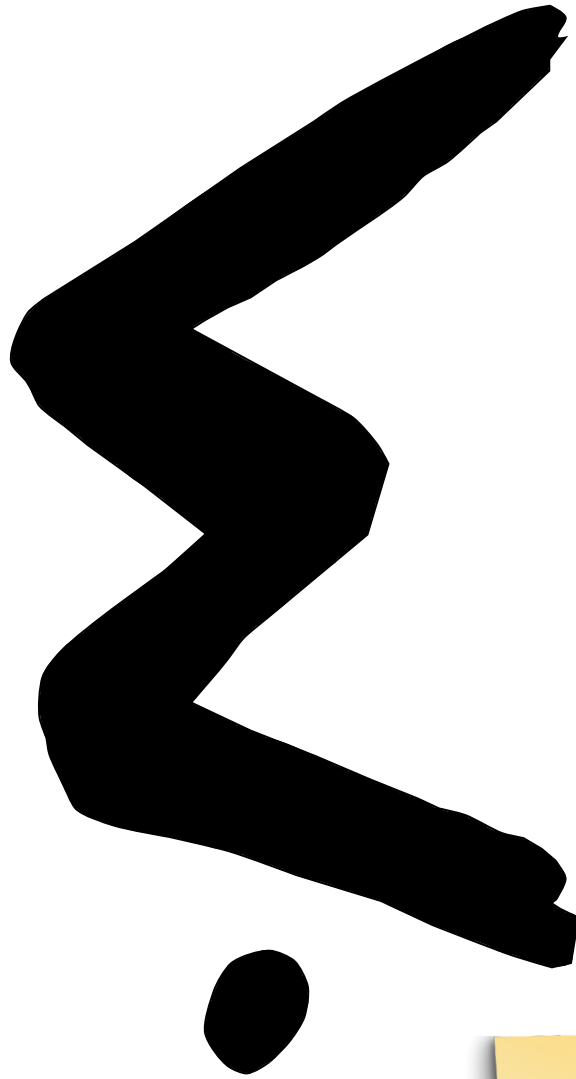
---

---

---







fs\_kowi.psych



Fachschaft Kommunikations-  
wissenschaft & Psychologie



Fachschaft KowiPsych



[www.fskowi.rwth-aachen.de](http://www.fskowi.rwth-aachen.de)



[mail@fskowi.rwth-aachen.de](mailto:mail@fskowi.rwth-aachen.de)



Address:

Eilfschornsteinstr. 15  
Raum 120  
52056 Aachen  
Eingang Germanistik (1.OG)