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WELCOME TO RUHR-UNIVERSITÄT BOCHUM
CREATING KNOWLEDGE NETWORKS

We are very glad that you have chosen to study at Ruhr-Universität Bochum (RUB) and we welcome you to our university!

Situated in the centre of the dynamic, hospitable Ruhr metropolis in the heart of Europe, RUB with its 20 faculties is home to 5,800 members of staff and approx. 43,000 students.

On RUB campus people from around the world come together to achieve greatness. People from 130 countries research and study here. Around 6,300 international students are currently enrolled at RUB; in addition, RUB hosts around 500 exchange students every year.

RUBiss international student services (RUBiss) is your contact at the International Office at RUB, providing support when it comes to social, cultural and university matters as well as administrative and legal issues. Moreover, we organise various interesting and inspiring events every semester that enrich your student life.

When you first arrive, you will face a number of challenges. This brochure is meant to assist you during your first steps at RUB by providing a wealth of helpful information. On the following pages, you will find answers to many questions regarding the enrolment process, your student ID (RUBCard), city registration, and many more. You should read this information carefully.

We wish you a successful and unforgettable time at RUB!

Your RUBiss team

Additional information on the issues covered in this brochure are available at the international portal: international.rub.de/index.html.en
1. ENROLMENT

During the enrolment at RUB, which is also referred to as matriculation, you will receive your student ID (RUBCard) as well as other documents. Enrolment must be done in person, and it takes place in the HZO building. International degree seeking students can find their personal enrolment date on the admission letter, exchange students get it via email.

DOCUMENTS REQUIRED FOR ENROLMENT

In addition to the necessary university and language certificates, you will also need your admission letter, your ID (EU citizens) resp. your passport (non-EU citizens), and proof of health insurance.

HEALTH INSURANCE

- If you are a student from a country of the European Union (EU) or Switzerland, you can submit the European Health Insurance Card (EHIC) from your native country.
- Students from Turkey can submit the A/T 11 form issued by their Turkish health insurance company.
- Non-EU citizens have the following options:
  - While studying in Germany, a statutory health insurance is recommended. It costs approx. € 100 per month and coverage begins at the start of the respective semester, i.e. on 1 October or 1 April. All German statutory health insurance companies offer very similar benefits for students. You find a list of all statutory health insurances here: https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/
  - If you have a private health insurance either in your country of origin or in Germany, you will need to apply for an exemption from the compulsory health insurance (Befreiung von der Versicherungspflicht). You can get the document from one of the statutory health insurance companies. Not all private health insurance policies (e.g. travel insurance) are approved as sufficient for studying in Germany. In HZO you find an information desk from one of the statutory health insurance providers, which can check your private insurance.

SOCIAL CONTRIBUTION FEE

After enrolment, you will have one week to pay your social contribution fee. You will find a fact sheet with the necessary bank details in the documents provided during your enrolment.

The social contribution fee amounting to approx. € 350 is to be paid by all students – including exchange students – each semester. It is not a tuition fee. It covers the costs of the ticket for public transport, the access to metro/půlná nohrdžicy bikes, as well as a contribution to the Academic Support Group (AKAFÖ) and the General Students’ Committee (ASiA). In addition, RUB students can visit most of the theatre performances at Schauspielhaus Bochum free of charge.

There are two options to pay the social contribution fee:

- Cash deposit at the bank Sparkasse in the Uni-Center
  Present your fact sheet (Überweisungsdaten für den Sozialbeitrag) at Sparkasse and pay the contribution in cash. For cash deposits, a fee of € 5 will be charged. Two working days later, you can print out your NRW-Ticket for public transport.
- Money transfer
  In order to make a transfer, you need to refer to the data specified in the fact sheet (IBAN, BIC/SWIFT and “Verwendungszweck”). Money transfer from a German bank account takes up to three working days. International transfers generally take longer and might carry additional charges. You cannot print out your NRW-Ticket and your certificate of enrolment until your payment has been received by RUB.

If you are from a non-EU country or if your country of origin does not support the SEPA payment scheme, you will need a German bank account to pay your social contribution fee and your rent. Some banks offer giro accounts free of charge for students.
2. THE RUBCARD

The RUBCard is not only your student ID, it also offers many additional functions.

ECAMPUS

You can access eCampus, the administration system for students at computers equipped with card readers at RUB. In order to activate your RUB-Card, you must activate your data first: to do so, insert your student ID into the card reader and enter the 6-digit PIN that you received during your enrolment at RUB. Click on “Passwort zu loginID setzen” and enter your new password. It takes about an hour for the data be activated.

INTERNET ACCESS

You can log in to the Wi-Fi network on campus, or use a network cable (Ethernet) in the AKAFÖ student halls, by entering your loginID as specified in your enrolment documents and your new password via this website: login.rz.rub.de

RUB EMAIL ACCOUNT

In order to use your RUB email account, you must register with your loginID and your password at RUB Webmail: mail.rub.de

DOCUMENTS & CERTIFICATES

Using eCampus, you can print out the following documents:
- Certificate of Enrolment
- NRW-Ticket
- Transcript of Records

CAMPUSOFFICE & FLEXNOW

You can access CampusOffice via your eCampus homepage. This is where you register for courses in almost all faculties. The only exceptions are the engineering faculties and the Faculty of Management and Economics, which use the FlexNow system for exam registration.

PAYMENT FUNCTIONS

You can use your student ID card to pay for various services on campus:
- AKAFÖ
  In the Mensa and other dining halls and cafes, you can pay for your food and drinks, in the AKAFÖ student halls for the washing machines and dryers. You can top up your student ID either in the dining hall and cafe checkouts or at the vending machines in the Mensa foyer and Q-West.
- Printing Centre (Druckzentrum)
  If you wish to print or make copies on campus, you will need separate credit on your student ID card. You can top it up in the Co-tycenter (KSC 0.219) and in the university’s library (UB).

LOSS OF THE RUBCARD

If you have lost your RUBCard, the Registrar’s Office can issue a new one for you. Before you apply for the new card you have to transfer € 15 to the Registrar’s Office and bring them your bank statement. It is possible to transfer your credit from the old card to the new one. However, you must know the card number (different from the matriculation number) or present the receipt from your last refill.

Important!

Check your RUB email account regularly or forward your emails to your personal email account, because all official RUB emails will be sent to that address.

When you have problems with the RUBCard functions please contact IT SERVICES: https://www.it-services.rub-uni-bochum.de
THE SEMESTER TICKET (NRW-TICKET)

The semester ticket is included in the social contribution fee, which is mandatory for all RUB students each semester. That means once RUB has received your payment, you can print the ticket either on eCampus or at this link: nrw-ticket.ruhr-uni-bochum.de

Afterwards you can use all buses, underground trains, trams, urban railways and regional railways (RE/RE/RB) in the entire state of North-Rhine Westphalia (NRW).

The NRW-Ticket has to be printed on white DIN A4 paper; the size must not be changed. The ticket is only valid together with a photo ID document (ID card or passport). Here you find instructions how to use the ticket on your smartphone (in German only): https://www.ruhr-uni-bochum.de/studieren-densekretariat/studium/ticket.html.de

TRANSPORTING ANOTHER PERSON

AND A BICYCLE FREE OF CHARGE

In the region covered by the VRR transport network, another person can accompany you free of charge Mondays to Fridays after 7pm, and all day on weekends and holidays. You can transport a bicycle free of charge at any time.
3. ORIENTATION EVENTS

In order to ease your first steps at university, the RUBiss team organises orientation events specifically for international and exchange students before the start of each semester.

ORIENTATION DAYS
Orientation days take place each semester, one week before the lectures start. During these days, you will meet your Campus Guides, namely RUB students whom you can always ask for support and assistance, as well as other international students. You will visit your faculties and explore the campus together with the Campus Guides.

Furthermore the RUBiss team will answer your questions about studying and living in Bochum. Many interesting recreational activities await you too:

international.rub.de/rubiss/start/owoche.html.en

FACULTY INTRODUCTORY EVENTS
It is recommended to visit the faculty introductory events prior to starting your studies. The information provided is particularly useful for students who intend to complete their degree at RUB. Here, you will be given an overview of your programme of study, meet your contact persons, and socialise with other students in your discipline:

www.ruhr-uni-bochum.de/zsb/einf.htm

INTERNATIONAL WELCOME
At the International Welcome, which typically takes place at the beginning of the semester, all new international students are officially welcomed by the RUB Rectorate and the head of the International Office. Moreover, various institutions present their services for international students and set up information stalls which you can visit to have your questions answered. Subsequently, there will be music and a buffet, and you will have the chance to meet your fellow students:

international.rub.de/rubiss/start/welcome.html.en
4. CITY REGISTRATION AND VISA ISSUES

If you moved to Bochum in order to study here, there are some formalities you will need to take care of. You will be provided with the relevant information during the orientation days or at the International Office.

REGISTERING YOUR ADDRESS AT THE RESIDENTS’ REGISTRATION OFFICE (BÜRGERBÜRO)

You should register at the Bürgerbüro within two weeks of your arrival. In order to do so, please make an appointment online: terminvergabe.bochum.de/?company=bochumbb

At the beginning of each semester, the RUBiss team offers appointments to accompany international students who do not speak German.

IN ORDER TO REGISTER, YOU REQUIRE THE FOLLOWING DOCUMENTS:
- Passport or ID
- Wohnungsgeberbestätigung (a confirmation provided by your landlord)
- Student ID and EHIC (for EU citizens)

EXTENDING YOUR VISA AT THE FOREIGNERS’ OFFICE (AUSläNDERBÜRO)

Students from non-EU countries will have to either get a visa extension after arriving in Germany or apply for a residence permit. After the registration at the Bürgerbüro in Bochum, you will receive a letter specifying your appointment at the Ausländerbüro. If you do not receive a letter specifying your appointment or if you live in another city, please get in touch with the responsible Ausländerbüro as soon as possible. You find the contact details for Bochum here: https://www.bochum.de/Auslaenderbuero

At the beginning of each semester, the RUBiss team offers group appointments for exchange students and accompanies them to the Ausländerbüro in Bochum.

In order to apply for the residence permit, you require the following:
- Application form
- Passport
- Biometric photo
- Current certificate of enrolment
- Proof of health insurance
- Proof of finances
- Up to €110 for the residence permit

MEDIA LICENCE FEE (RUNDFUNKBETRAG)

After the registration at the Bürgerbüro, you will usually receive a letter from the Media Licence Fee Service (Rundfunkbeitragservice) with a licence fee registration form. In Germany, paying this licence fee is mandatory by law for each residential home. The licence fee amounts to approx. €18 per month, and international students are not exempted from it: www.rundfunkbeitrag.de
5. COURSE SELECTION AND TIMETABLE

At the beginning of each semester, you will draw up your own timetable by selecting lectures, seminars etc. from the course catalogue. Your best option is to follow the study programme schedules or recommendations for new students that are provided for many degrees.

If you have any questions about lectures and your study programme or if you require assistance drawing up your timetable, you can ask the departmental advisors or the departmental student committee of your faculty for help. The departmental student committees are bodies representing the interests of students in your discipline, and experienced students are happy to provide help and advice. You can find more information about RUB’s departmental advisors (Studienfachberater) and departmental student committees (Fachschaften) here: www.ruhr-uni-bochum.de/zsb/stud-beratung/fachbera

If you have come to RUB for one or two semesters as an exchange student (e.g. Erasmus+, DAAD, partnership or freemover), you will usually have been provided with the so-called learning agreement in advance – an overview of the courses that you wish to complete here. You too will have to make a timetable with selected lectures and seminars in order to organise your semester. If you have any questions regarding the subjects covered in the courses, or if you wish to compile or alter your learning agreement, you should contact your (Erasmus) departmental coordinator after arriving in Bochum. If you are not sure who your coordinator is, please ask the RUBiss team at the International Office.

REGISTRATION AND EXAMS
You will have to register for most of your lectures and seminars via CampusOffice. If you are registered and have attended the respective courses regularly, you are entitled to take part in the exam at the end of the semester.

Engineering and economic students only need to register for exams. This registration typically takes place in the middle of the semester and is carried out via FlexNow.

COURSE CATALOGUES
You will find the list of available lectures and seminars in your discipline in the course catalogues of the respective semester. The catalogues are published online on the faculties’ websites as well as on CampusOffice. All English taught lectures and seminars are listed in the International Course Catalogue, which is available at: international.rub.de/rubiss/studium/organisa tion.html.en

GERMAN LANGUAGE COURSES
In addition to lectures and seminars, you are also given the opportunity to learn German or improve your German-language proficiency. The Department of German as a Foreign Language (DaF) offers language courses for various proficiency levels, i.e. for beginners and advanced learners, free of charge. Even if you have good German-language skills, you can attend courses and workshops to learn about writing academic papers, technical terminology (e.g. engineering, economics), and regional and cultural studies: www.daf.rub.de/index.html.en

We also recommend to attend the tandem programme and Sprachcafé: http://www.zfa.ruhr-uni-bochum.de/lks/lernen/ index.html.en http://www.international.ruhr-uni-bochum.de/ rubiss/freizeit/sprachcafe.html.en

OTHER FOREIGN LANGUAGES
The University Language Centre (ZFA) at RUB provides language courses for many contemporary languages, which you can attend in addition to your degree courses: www.zfa.rub.de/index.html.en

STUDYING AT UA RUHR
RUB students have the option to additionally attend all University Alliance Ruhr (UA Ruhr) lectures and seminars at the RUB’s two partner universities, i.e. TU Dortmund and Universität Duisburg-Essen. You will have to apply via your respective department resp. lecturer/professor, and admission needs to be confirmed with the relevant faculty. Detailed information is available at: www.uaruhr.de/en/study

ELECTIVE COURSES FOR BACHELOR’S STUDENTS
For your Bachelor’s degree, you will generally need to fulfil additional qualifications, namely attend courses of the compulsory elective modules (Wahlpflichtbereich) or the elective modules (Op- tionalbereich). You have the choice among numerous optional courses, such as language courses, courses at other faculties, or internships that you can attend in addition to your main degree course. Even if you are not pursuing a Bachelor’s degree, you have the option to attain additional qualifications and optimise your academic profile: www.rub.de/opfionalbereich
6. FURTHER ACADEMIC OFFERS

CENTRAL UNIVERSITY LIBRARY (UB)
The University Library is situated at the centre of the campus and offers numerous different resources for all scientific disciplines. More than 1,759,843 printed media, 60,392 e-books, 519 continuously published print journals as well as access to 4,035 online journals that are licensed for access on the entire campus and 217 databases are at your disposal for your research. You will also find different learning spaces here. From a comfortable, open learning lounge to closed rooms for focused group work and barrier-free workstations. Additionally, the University Library offers a range of information services. These include tours through the building, introduction into (subject specific) research of resources, training in the use of reference management software and more. For further information, please visit: https://www.ub.ruhr-uni-bochum.de/index.html.en

Must-haves for a visit:
- USB flash drive to use our scanners or to download e-media
- 2-Euro-coin for the locker
- transparent plastic bottle for water only!
- your student ID card for lending books

DEPARTMENTAL LIBRARIES
In addition to the central library each department has its own departmental library, also known as institutional library (IB). These are usually reference libraries so you cannot borrow the media or you can do it only for the weekend. But there are copiers and scanners in the IBs. You can usually find the media of the departmental libraries within the central catalogue, the „Online Public Access Catalogue“ (OPAC). Here you find a list of departmental libraries: http://www.ub.ruhr-uni-bochum.de/fachbib/index.html.en

WRITING CENTRE
The Writing Centre supports and advises students on how to write all kinds of academic papers. You can either visit one of the workshops or come in for an individual consultation: https://www.zfw.rub.de/zw/

METHODOLOGY CENTRE (METHODENZENTRUM)
The Methodology Centre is an inter-faculty institution for the humanities and social sciences at RUB. Since 2016, the Methodology Centre has been offering comprehensive support for students dealing with empirical research projects. In addition to events such as software or methodological workshops, the offer includes e-learning formats and personal consultations: https://methodenzentrum.ruhr-uni-bochum.de/
7. SUPPORT AND ADVICE

There are numerous institutions that offer support and advice for international students during their stay at RUB.

RUBISS INTERNATIONAL STUDENT SERVICES
The RUBiss team at the International Office provides support and advice before, during and after your stay. Do you have any questions regarding visa and residence permit, degree courses, finding an apartment, leisure activities or financing your studies? In most cases, we will be able to help you in a quick and unbureaucratic manner!

GENERAL STUDENTS’ COMMITTEE (ASTA)
A wealth of projects, services and support offers for students are supplied by the General Students’ Committee (Allgemeiner Studierendenausschuss, ASIA). ASIA is the first contact for students who require, for example, assistance with finding means to finance their studies or with social issues or who need free-of-charge legal advice: asta-bochum.de/english

AKAFÖ – INTERNATIONAL
AKAFÖ’s “International” department strives to promote intercultural relations and exchange between the 130 nations represented on RUB’s campus. In the Study Buddy Programme, local students help international students find their way around their new surroundings. The mentoring programme BeComing Friends wishes to bring international students together with the citizens of Bochum, in order to promote cultural exchange: www.akafoe.de/en/international/

CAREER SERVICE
The Career Service supports students in the organisation of practically oriented studies and the entry into the job market. The Career Service offers a wide range of information, events, courses, lectures and workshops, as well as personal advice: www.rub.de/careerservice

OASE
OASE is located at Buscheyplatz close to campus and supports exchange, discussion and contacts, study competences and studying together as well as personal and job-related development with its offers. Beside coachings and workshops for students they offer initiatives, support groups, conversation circles and open service hours regarding different topics: https://studium.ruhr-uni-bochum.de/en/node/705

STUDENT ADVICE CENTRE (ZENTRALE STUDIENBERATUNG)
The Student Advice Centre provides information and offers individual guidance regarding degree courses and social issues. You can also get psychological counselling regarding study-related issues: www.ruhr-uni-bochum.de/zsb/index_en

NATIONAL CODE OF CONDUCT FOR GERMAN UNIVERSITIES REGARDING INTERNATIONAL STUDENTS
RUB has committed itself to the National Code of Conduct for German Universities Regarding International Students. International and exchange students who feel discriminated against when compared with German students can appeal to the designated contact person at referee@rub.de: international.rub.de/rubiss/HRKKodex.html.en
8. STUDENT LIFE

In addition to lectures and seminars, RUB offers numerous opportunities to experience and explore student life. You can take advantage not only of the generally accessible cultural and sports activities, but also of the activities that the university organizes specifically for international students.

RUBISS SEMESTER PROGRAMME
RUBiss offers different events during each semester. The programme is designed to support you during your studies in Bochum and beyond. Furthermore, you can learn more about the culture and lifestyle in the Ruhr Area. In addition to the online version, printed copies are available at the International Office: international.rub.de/rubiss/freizeit/programm.html.en

ESN – ERASMUS STUDENT NETWORK BOCHUM
The student organisation ESN welcomes not only Erasmus and exchange students, but also all other international students. In addition to regular meet-ups, ESN also organises cultural events and excursions, some of them in collaboration with RUBiss.

With your ESNcard you will get discounts at numerous events and partner institutions in Bochum as well as in many other European cities: esnbochum.de

UNIVERSITY SPORTS (HOCHSCHULSPORT)
The University Sports department at RUB offers a diverse selection of more than 90 disciplines. It includes traditional disciplines such as artistic gymnastics, football, running or judo, as well as rather unconventional ones such as underwater rugby, juggling, parkour and Quidditch. Moreover, the university-run gym UNIfit is at your disposal in the centre of Bochum, where you can attend individual training programmes in a state-of-the-art facility on an area covering 1,100 m²: www.hochschulsport-bochum.de/hochschulsport/index.html.en

CENTRE FOR ARTS AND MUSIC (MUSISCHES ZENTRUM)
Muisches Zentrum offers courses, workshops, exhibitions and performances in the fields of photography, fine arts, music and theatre. Let your creativity run free: www.mz.rub.de

STUDENT CINEMA CLUB (STUDIENKREIS FILM)
Studienkreis Film turns the lecture hall HZO 20 into a cinema, screening films once or twice per week during the semester. RUB students put together a sophisticated film programme at affordable prices: www.facebook.com/SKF.rub

BOSKOP – THE AKAFÖ CULTURAL OFFICE
The AKAFO Cultural Office BOSKOP organises international cultural events and, at the beginning of each semester, a diverse course and workshop programme. Improv theatre, tap dance, tea ceremony, tango, capoeira, drumming, jazz improvisation, singing, wine seminars, cooking, qi gong, project management – the programme will cover the full range of your interests: www.akafoe.de/en/culture

SCHAUSPIELHAUS BOCHUM
Bochum’s largest restaurant is the RUB dining hall Mensa. Q-West is a dining hall deluxe. Food and drink à la carte are served from 6pm to 10pm. The cafés in the faculty buildings have various sweet and savoury snacks and beverages on offer, as well as small meals. The dining halls and cafés on campus are not all open at the same time, and the opening hours might change during semester breaks. An overview is available here: www.akafoe.de/en/catering/kundeninformationen/opening-hours

During the semester, you can enjoy a cup of coffee at affordable prices at the friendly Kultur-Café located next to the university bridge (Uni-Brücke). It is also the venue where a wealth of cultural events such as concerts, readings and cabaret take place: kulturcafe.asta-bochum.de

FOOD AND DRINK ON CAMPUS
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KONTAKT/CONTACT
Ruhr-Universität Bochum
International Office
RUBiss – international student services
Universitätsstr. 150
44780 Bochum
E-Mail: rubiss@rub.de
SPRECHSTUNDEN/CONSULTATION HOURS
www.international.rub.de/rubiss/kontakt
Weitere Informationen für internationale Studierende und Austauschstudierende:
international.rub.de
NOTFALLRUFNUMMERN/EMERGENCY NUMBERS
Auf dem RUB-Campus/On RUB campus:
+49 (0)234/32-23333
In allen anderen Fällen/In other emergencies:
Polizei: 110
Feuerwehr, Rettungsdienst, Notarzt:
Fire and rescue service, ambulance, emergency medical services: 112
IMPRESSUM/IMPRESS
Ruhr-Universität Bochum
International Office
RUBiss – international student services
Universitätsstr. 150
44780 Bochum
INHALT UND TEXT/CONTENT AND TEXT:
Further information for international students and exchange students:
international.rub.de
NOTFALLRUFNUMMERN/EMERGENCY NUMBERS
Auf dem RUB-Campus/On RUB campus:
+49 (0)234/32-23333
Notfallseite der RUB/RUB's emergency website:
notfall.rub.de
In allen anderen Fällen/In other emergencies:
Polizei/Police: 110
Feuerwehr, Rettungsdienst, Notarzt/
Fire and rescue service, ambulance, emergency medical services: 112

ERSTE SCHRITTE AN DER RUB

/rubiss.rub
ruhruni_international