FIRST STEPS AT RUB
INFORMATION FOR STARTING YOUR STUDIES

RUHr-UNIVERSITÄT BOCHUM

RUBiss
INTERNATIONAL STUDENT SERVICES

IntOff
INTERNATIONAL OFFICE
CONTENTS

WELCOME 03

1. ENROLMENT 04
2. THE RUB-CARD 06
3. ORIENTATION EVENTS 11
4. CITY REGISTRATION AND VISA ISSUES 13
5. COURSE SELECTION AND TIMETABLE 14
6. STUDENT LIFE 16
7. SUPPORT AND ADVICE 18

CAMPUS MAP 20

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

FIRST STEPS AT RUB
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 5,600 members of staff and more than 43,000 students. On RUB campus people from around the world come together to achieve greatness. People from 130 countries research and study here. Approx. 3,400 international students are currently enrolled at RUB; in addition, RUB hosts around 500 exchange students every year.

RUBiss – international student services 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 year that enrich your student life.

When you first arrive, you will face a number of challenges. This brochure is meant to assist you in finding your footing at RUB by providing a wealth of helpful information about the time prior to and during your studies. On the following pages, you will find answers to many questions pertaining to the enrolment process, your RUBCard, city registration, and many more. You should read the following information carefully.

We wish you a successful and unforgettable time at RUB!

Your RUBiss team
1. ENROLMENT

When you enrol at university, which is also referred to as matriculation, you will be supplied with your student ID (RUB-Card) as well as other documents. Enrolment must be done in person, and it takes place in the HZO building; your personal enrolment date is specified on your admission letter.

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’re a student from a country of the European Union (EU) or from Switzerland, you can submit the European Health Insurance Card 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 compulsory health insurance is recommended. It costs approx. 90 euros per month and coverage begins at the start of the respective semester, i.e. on 1 October or 1 April. All German compulsory health insurance companies offer very similar benefits for students.

- If you have a private health insurance either in your country of origin or in Germany, you need to apply for an exemption from compulsory health insurance (Befreiung von der Versicherungspflicht). You may get the document from one of the compulsory health insurance companies. Not all private health insurance policies (e.g. travel insurance) are approved as sufficient health insurance for students in Germany. Premiums can vary a lot, depending on the benefits.

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 enrolment.

The social contribution fee amounting to approx. 330 euros 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 “metropolradruhr” bicycles, as well as a contribution to the Academic Support Group (AKAFÖ) and the General Students’ Committee (AStA). In addition, RUB students can visit all 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 euros will be charged. Two 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 an account at a German bank takes up to three days. International transfers generally take longer and might carry additional charges. You cannot print out your NRW-Ticket and your certificate of enrolment until 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. In order to open an account, you will need to submit your passport or ID, official proof of residence issued by the city administration office, and your certificate of enrolment.
2. THE RUB-CARD

The RUB-Card 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-reader units at RUB. In order to activate your RUB-Card, you must activate your data first: to this end, insert your student ID into the card reader and enter the 6-digit PIN that you were given when you enrolled at RUB. Click on “Passwort zu loginID setzen” and enter your new password. It takes about an hour for the data to activate.

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 various certificates and documents:
- Certificate of enrolment
- NRW-Ticket
- Transcript of Records

CAMPUSOFFICE & FLEXNOW
You can access CampusOffice (formerly VSPL) via your eCampus homepage. This is where you register for courses at almost all faculties. The only exceptions are the engineering faculties and the Faculty of Management and Economics, which use the FlexNow system for exam registrations.

PAYMENT FUNCTIONS
You can use your student ID to pay for various services at the campus:
- **AKAFÖ**
  In the Mensa and other dining halls and cafés, you can pay for your food and drinks, in the AKAFÖ student halls for the washing machines and dryers. You can load your student ID either in the dining hall and café check-outs or at the vending machines in the Mensafoyer and Q-West.
- **Printing Centre (Druckzentrum)**
  If you wish to print or make copies at the campus, you will need separate credit on your student ID. You can load that credit at the Printing Centre, in the libraries or at the Infopoint in the UV building.

Important!
Check your RUB email account regularly or forward your emails to your regular email account, because all official RUB emails will be sent to that address.
THE SEMESTER TICKET
The semester ticket is included in the social contribution fee, which is mandatory for all RUB students, payable each semester. That means you can use all buses, underground trains, trams, urban railways and regional railways (RE/RB/IRE) in the entire state of North Rhine-Westphalia (NRW), once RUB has received your payment.

SEMESTERTICKET VRR
The semester ticket for the VRR public transport network (Preisstufe D Süd) is printed on the back of the student ID.

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.
**SEMESTERTICKET NRW**
The NRW-Ticket is a separate Ticket2Print that you will receive after paying your social contribution fee. You can print that ticket either at any of the eCampus workplaces or under the following link: [nrw-ticket.uv.ruhr-uni-bochum.de](http://nrw-ticket.uv.ruhr-uni-bochum.de)

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 your student ID or another photo ID document. Make sure to always carry the NRW-Ticket with you, even if you travel only in the VRR region. The NRW-Ticket does not cover the transportation of another person and a bicycle.

**Using bicycles free of charge**
You can rent a bicycle of „metropolradruhr“ at 17 locations on campus and numerous stations across the Ruhr Area.
Detailed instructions are available here: [www.rub.de/anreise/fahrradverleih_en.html](http://www.rub.de/anreise/fahrradverleih_en.html)
3. ORIENTATION EVENTS

In order to ease your first steps at university, RUBiss 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. Here, 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. The RUBiss team will answer your questions about studying and living in Bochum. Moreover, many interesting recreational activities await you.

[International Welcome](international.rub.de/rubiss/start/woche.html.en)

**INTERNATIONAL WELCOME**
At the International Welcome, which typically takes place at the end of the first week 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 service ranges 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.

[FACULTY PRESENTATIONS](www.ruhr-uni-bochum.de/zsb/einf.htm)

**FACULTY PRESENTATIONS**
It is recommended to visit the faculty presentations prior to taking up 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 over your programme of study, meet your contact persons, and socialise with other students in your discipline.

[International Welcome](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 at the town hall. You will be provided the relevant information during the orientation days or at the RUBiss office.

REGISTERING YOUR ADDRESS AT THE CITY ADMINISTRATION OFFICE (BÜRGERBÜRO)
You should register at the Bürgerbüro within the period of two weeks. In order to do so, please make an appointment online at the Bürgerbüro homepage in good time.
terminvergabe.bochum.de/?company=bochumbb

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

IN ORDER TO REGISTER, YOU REQUIRE THE FOLLOWING DOCUMENTS:
- Passport or ID
- Wohnungsgeberbescheinigung (a certificate provided by your landlord)

EXTENDING YOUR VISA AT THE FOREIGNERS’ OFFICE (AUSLÄNDERBÜRO)
Students from non-EU countries will have to get a visa extension after arriving in Germany, resp. apply for a residence permit. After registering at the Bürgerbüro in Bochum, you will usually be sent 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 in good time.

At the beginning of each semester, RUBiss offers to organise group appointments for exchange students and accompany them to the Ausländerbüro in Bochum. If you have any questions regarding visa and residence permits, the RUBiss team will be happy to help.

In order to apply for the residence permit, you require the following items:
- application form
- passport
- biometric passport photograph
- current certificate of enrolment
- proof of health insurance
- proof of finances
- up to 110 euros for the residence permit

BROADCASTING LICENCE FEE (RUNDFUNKBEITRAG)
After registering at the Bürgerbüro, you will usually receive a letter from the Broadcasting Licence Service (Rundfunkbeitragsservice) with a licence fee registration form. In Germany, paying this licence fee is mandatory for each residential home, in order to finance the large number of radio, TV and online broadcasts provided by public broadcasting companies. The licence fee amounts to 18 euros per month, and international students are not exempt 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 the lectures and the study programmes or if you require assistance drawing up your timetable, you can ask the departmental advisors or the departmental student committee at 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. Departmental advisors (Studienfachberater) and departmental student committees (Fachschaften) at RUB: 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 the 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 in the courses that they wish to attend. Registration for exams 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’ pages as well as on the CampusOffice pages. All English-language lectures and seminars at RUB are listed in the International Course Catalogue, which is available at the International Office and online. international.rub.de/rubiss/studium/organisation.html.en
GERMAN LANGUAGE COURSES
In addition to attending lectures and seminars, you are also given the opportunity to learn German or improve your German-language proficiency. The Department 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 the courses to learn about writing academic papers, technical terminology (e.g. engineering, economics), or regional and cultural studies. Please note: You must register for the courses in person at the DaF department! The language course schedule and registration dates are available online: www.daf.rub.de/index.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. An overview of all available languages, registration and placement test dates are available here: www.zfa.rub.de/index.html.en

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 (Optionalbereich). 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/optionalbereich

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 University and the University of 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.uamr.org/en/study
6. STUDENT LIFE

In addition to lectures and seminars, RUB offers numerous other opportunities to experience and explore student life. You can take advantage not only of the generally accessible cultural and sports activities on offer, but also of the activities that the university provides 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.

bochum.esn-germany.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 more exotic ones such as underwater rugby, juggling, parkour and Zumba®. 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 (MUSICHES ZENTRUM)
Musisches 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 AKAFÖ 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/kultur

SCHAUSPIELHAUS BOCHUM
Bochum’s Schauspielhaus is one of the leading theatres in the German-speaking world. As a student of RUB you may visit all regular plays for free as often as you like - thanks to the “Theaterflatrate”.

www.schauspielhausbochum.de

FOOD AND DRINKS ON CAMPUS
Bochum’s largest restaurant is the RUB dining hall, i.e. Mensa. The Q-West is a dining hall de-luxe. Food and drinks 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 at the campus are not open at the same times, 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 KulturCafé 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
7. SUPPORT AND GUIDANCE

There are numerous institutions with whom international students and exchange students can get in touch if they require assistance and guidance during their time at RUB.

**STUDENT ADVICE CENTRE (ZENTRALE STUDIENBERATUNG)**
The Student Advice Centre provides information and offers individual guidance regarding degree courses and social issues. You also get psychological counselling regarding study-related issues.

[www.ruhr-uni-bochum.de/zsb/index_en](http://www.ruhr-uni-bochum.de/zsb/index_en)

**GENERAL STUDENTS’ COMMITTEE (ASTA)**
A wealth of projects, services and guidance services for students are supplied by the General Students’ Committee (Allgemeiner Studierendenausschuss, AStA). AStA 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](http://asta-bochum.de/english)
AKAFÖ – INTERNATIONAL
The AKAFÖ unit “International” strives to promote intercultural relations and exchange between the 130 nations represented on RUB 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/

NATIONAL CODE OF CONDUCT ON FOREIGN STUDENTS AT GERMAN UNIVERSITIES
RUB has committed itself to the National Code of Conduct on Foreign Students at German Universities. International and exchange students who feel discriminated when compared with German students can appeal to the designated contact person at referee@rub.de.
www.rub.de/universitaet/profil/internationalisierung/index_en

WRITING CENTRE (SCHREIBZENTRUM)
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.
www.sz.ruhr-uni-bochum.de

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

RUBISS INTERNATIONAL STUDENT SERVICES
The RUBiss team at the International Office provides guidance and assistance from the day you arrive in Bochum until the day you leave. Do you have any questions regarding visa and residence permits, 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! Visit our office during office hours in the SSC building on RUB campus.
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/
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

In allen anderen Fällen/
In other emergencies:
Polizei/Police: 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:
RUBiss – international student services

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