FIRST STEPS AT RUB
INFORMATION FOR STARTING YOUR STUDIES
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Additional information on the issues covered in the First Steps brochure are available at the international portal:
http://international.rub.de/index.html.en
WELCOME TO RUHR-UNIVERSITÄT BOCHUM
“HUMANE – ACCOMPLISHED – OPEN TO THE WORLD”

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

Situated in the centre of the dynamic, hospitable Ruhr metropolis in the heart of Europe, Ruhr-Universität Bochum with its 20 faculties is home to 5,600 members of staff and more than 43,000 students. People from all over the world come together at the Ruhr-Universität campus in order to accomplish great things. This is where people from 130 countries research and study. Approx. 3,400 international students are currently enrolled at RUB; in addition, RUB hosts some 500 exchange students every year.

RUBiss – international student services is your point of call at the International Office at Ruhr-Universität, 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 life as a student in Bochum.

When you first arrive, you will face a number of challenges. This brochure is meant to assist you in finding your footing at Ruhr-Universität, and it provides 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, registering at the town hall, and many more. You should read the information carefully.

On behalf of the RUBiss-Team, we wish you a successful and unforgettable time at Ruhr-Universität Bochum!
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. Matriculation 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 MATRICULATION
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. You will have to verify it at a German health insurance company after arriving in Germany.
- Students from Turkey can submit the T/A 11 or A/T 11 form issued by their Turkish health insurance company.

Statutory health insurance companies on or in the vicinity of the campus:
AOK: HZO (Ebene 0)
Techniker Krankenkasse: Querenburger Höhe 200 (Uni-Center)
NON-EU CITIZENS HAVE THE FOLLOWING OPTIONS:
- While studying in Germany, a statutory health insurance is recommended. It costs approx. 85 euros per month and comes into force at the beginning of the respective semester, i.e. on 1 October or 1 April. All statutory 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 can apply for a “Befreiung von der Versicherungspflicht” (“exemption from compulsory health insurance”) at a health insurance company. 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 to pay your social contribution fee within one week. You will find a fact sheet with the necessary bank details in the documents provided during enrolment.

The social contribution fee amounting to approx. 320 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 student services (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 at 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 come with 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 for paying 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 the administration system for students, the so-called eCampus, 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 at the 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:

https://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”: https://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**
  At 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 at the dining hall and café check-outs or at the vending machines in Mensafoyer and Q-West.
- **Print office**
  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 print office, in the libraries or at the Infopoint in the UV building.

**Important!**
Check your RUB email account periodically or forward your emails to your regular email account, because all official RUB emails will be sent to that address.
**THE SEMESTER TICKET**

**GET ON BOARD WITH 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 the RUB has received your payment.

**SEMETERTICKET 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.

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**Important!**

ICE/IC trains are not included in the ticket.

**Validity:**

Winter semester: 1 October – 31 March

Sommer semester: 1 April – 30 September
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: https://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 metropolradruhr bicycles free of charge
You can rent a Metropolrad bicycle at 17 locations at the campus and numerous Metropolrad stations across the city of Bochum. Detailed instructions for renting metropolradruhr bicycles are available here:
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
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
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.
FIRST STEPS AT RUB
4. REGISTERING WITH LOCAL AUTHORITIES

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 “BÜRGERBÜRO” (CITY ADMINISTRATION OFFICE)
You should register at Bürgerbüro within the period of two weeks. In order to do so, please make an appointment online at the Bürgerbüro homepage in good time. At the beginning of each semester, RUBiss offers to accompany international students who do not speak German to the appointments.

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

EXTENDING YOUR VISA AT “AUSLÄNDERBÜRO” (FOREIGNERS’ OFFICE)
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 Bürgerbüro in Bochum, you will usually be sent a letter specifying your appointment at Ausländerbüro. If you do not receive a letter specifying your appointment or if you live in another city, please get in touch with the competent Ausländerbüro branch in good time.

At the beginning of each semester, RUBiss offers to organise group appointments for exchange students and accompany them to 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

LICENCE FEE (“RUNDFUNKBEITRAG”)
After registering at Bürgerbüro, you will usually receive a letter from the “Rundfunkbeitragservice” (broadcasting licence service) with a licence fee registration form. In Germany, 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 freshers 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 academic advisory office 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. Academic advisory office (“Studienfachberatung”) and departmental student committees (“Fachschafen”) at RUB: www.rub.de/zsb/pdf/fachberater.pdf

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 over 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 get in touch with your (Erasmus) 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 if you attended the respective courses regularly, you are entitled to take part in the exam at the end of the semester.

In engineering and management & economics, you register directly for exams in the courses that you 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.
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 for German as a Foreign Language (DaF) offers free-of-charge language courses for various proficiency levels, i.e. for beginners and advanced learners. 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 office! The language course schedule and registration dates are available online:
http://www.daf.rub.de/index.html.en

OTHER FOREIGN LANGUAGES
The University Language Center (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 at the ZFA pages:
http://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 in the so-called “Wahlpflichtbereich” (compulsory elective module) or “Optionbereich” (elective module). 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 the Bachelor’s degree, you have the option to attain additional qualifications and optimise your academic profile. www.rub.de/optionalbereich
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**
Each semester, RUBiss publishes a diverse semester programme with great events, workshops and excursions. In addition to the online version, printed copies are available at the International Office.

**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.

http://bochum.esn-germany.de/

**HOCHSCHULSPORT**
The university sports department at Ruhr-Universität offers a diverse selection of more than 80 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, parkouring 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 state-of-the-art facilities on an area covering 1,100 m². [http://www.hochschulsport-bochum.de/hochschulsport/index.html.en](http://www.hochschulsport-bochum.de/hochschulsport/index.html.en)

**MUSISCHES ZENTRUM**

Musisches Zentrum offers courses, workshops, exhibitions and performances in the fields of photography, fine arts, music and theatre. Let your creativity run free. [http://www.mz.rub.de/](http://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. [https://www.facebook.com/Studienkreis-Film-181353931909328/](https://www.facebook.com/Studienkreis-Film-181353931909328/)

**BOSKOP – THE AKAFO 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. [http://www.akafoe.de/en/kultur/](http://www.akafoe.de/en/kultur/)

**FOOD AND DRINKS ON CAMPUS**

Bochum’s largest restaurant is the Ruhr-Universität dining hall, i.e. Mensa. Spread across three storeys, it caters to thousands of guests every day. Its most remarkable feature is the large sun terrace in front of the Bistro that affords a view over the Ruhr valley. In the foyer, the coffee shop and comfortable chairs invite you to relax.

The Q-West is a dining hall deluxe. Even so, the food is barely more expensive than that at the Mensa. Food and drinks à la carte are served from 6pm to 10pm.

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.

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: [http://www.akafoe.de/en/catering/kundeninformationen/opening-hours/](http://www.akafoe.de/en/catering/kundeninformationen/opening-hours/)
7. SUPPORT AND GUIDANCE

There are numerous people and offices with whom international students and exchange students can get in touch if they require assistance and guidance during their time at Ruhr-Universität.

**STUDENT ADVICE CENTRE (ZENTRALE STUDIENBERATUNG)**
The student advice centre provides information and pointers and offers individual guidance regarding degree courses and social issues.
http://www.ruhr-uni-bochum.de/zsb/index_en.html

**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 port of call 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.
https://asta-bochum.de/english/

**AKAFÖ – INTERNATIONAL AFFAIRS**
The “International affairs” AKAFÖ unit strives to promote intercultural relations and exchange between the 130 nations represented at the 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.
http://www.akafoe.de/en/international/

**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 at the Ruhr-Universität campus.

**OFFICE HOURS:**
Mondays: 2pm-3:30pm
Tuesdays, Thursdays, Fridays: 9:30am-12:30 noon
KONTAKT/CONTACT

Ruhr-Universität Bochum
International Office
RUBiss – international student services
Universitätsstr. 150
44780 Bochum

Tel./Phone: +49 (0)234/32-22199
E-Mail: rubiss@rub.de

Weitere Informationen für internationale Studierende und Austauschstudierende:
http://international.rub.de/

Further information for international students and exchange students:
http://international.ruhr-uni-bochum.de/index.html.en/

IMPRESSUM/IMPRESS

Ruhr-Universität Bochum
International Office
RUBiss – international student services
Universitätsstr. 150
44780 Bochum

INHALT UND TEXT/CONTENT AND TEXT:
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