

Important Contacts

Department of Student Affairs/ Studierenden Service For further information: https://www.rwu.de/en/university-uas/institutions/student-administration-office	
<u>Admission Office/ Zulassungsamt</u> ▪ Application & Admission ▪ Confirmation letter of admission for visa application ▪ Loan confirmation letter (confirmation of living expenses), extension letter, etc. ▪ Any questions about visa and/ or residence permits ▪ Enrolment/ Registration ▪ Enrolment-Certificates, log-in details, student id card, etc. ▪ Any questions about health insurance and other enrolment prerequisites ▪ Any kind of confirmation letters e.g. internship, lecture period, etc. ▪ Applications for a semester of leave ▪ Application for de-registration ✉ Application RWU	<u>Examination Office/ Prüfungsamt</u> ▪ Study & Examination Regulations (SPO) ▪ Registration and de-registration of exams ▪ Module Manuals, incl. compulsory, elective and supplementary subjects ▪ Recognition/ Transfer of previous courses and credits ▪ Registration for the final thesis, issuance of final degree certificate ✉ Ms. Irma Krasovec: B.Eng. Electrical Engineering & Information Technology B.Eng. E-Mobility & Green Energy M.Sc. Mechatronics ✉ Ms. Silke Vielhaber: M.Eng. Electrical Engineering & Embedded Systems ✉ Ms. Aylin Baur: MBA International Business Management & Sustainability ✉ Ms. Anja Mayr: B.Eng. Mechatronics B. Eng. Mech. Eng. / International Project Engineering ✉ Ms. Monika Huber: holiday replacement for M.Sc. Mechatronics M.Eng. Electrical Engineering & Embedded Systems
<u>Fees/ Gebühren</u> ▪ Official Notification of Tuition Fee + confirmation of payment ▪ Application for an exemption from paying the tuition fee during a semester of leave or a mandatory practical semester ▪ Application for the reimbursement of the tuition fee ✉ Studiengebühren	
International Office For further information: https://www.rwu.de/en/international/international-degree-seeking-students/einreise-und-aufenthalt	
<u>Before & Upon Arrival</u> ▪ Webinars, Arrival, Welcome & Orientation Program ▪ Intensive German Language Courses ▪ Buddy Program ▪ Any questions about accommodation/ dormitories ▪ Any questions about bank accounts/ financing ▪ Any questions about the city registration ✉ Ms. Ramona Herrmann ✉ Student helpers/ Assistants ✉ Your Student Buddies	<u>During your Stay</u> ▪ Excursions & Events e.g. international country nights ▪ Coaching for individual study success ▪ Peer-to-Peer Counseling ▪ Scholarships ✉ Ms. Ramona Herrmann ▪ Career Service, individual counseling & application advice ▪ International Student Marketing ▪ Brother & Sister Program ✉ Ms. Birgit Demuth
Faculty/ Fakultät For further information: https://www.rwu.de/hochschule/fakultaeten/elektrotechnik-und-informatik#kontakt	
<u>Dean of Study Program</u> ▪ For any questions about the study program and specific course content ▪ Recognition/ Transfer of previous courses and credits ✉ Prof. Pfeil: B.Eng. Electrical Engineering & Information Technology B.Eng. E-Mobility & Green Energy ✉ Prof. Vogel: B.Eng. Mechatronics ✉ Prof. Stetter: B.Eng. Mech. Eng./ International Project Engineering ✉ Prof. Ruf: M.Sc. Mechatronics ✉ Prof. Berger: M.Eng. Electrical Engineering & Embedded Systems ✉ Prof. Niersbach: MBA International Business Management & Sustainability	<u>Secretary's Office</u> ▪ For any questions about the semester schedule ▪ Registration and de-registration of courses ✉ Ms. Priska Urban: B.Eng. Electrical Engineering & Information Technology ✉ Ms. Isabelle Cros: B.Eng. E-Mobility & Green Energy M.Sc. Mechatronics M.Eng. Electrical Engineering & Embedded Systems ✉ Ms. Gudrun Stärk: B.Sc. Physical Engineering B.Eng. Mechatronics ✉ Ms. Sabine Fleischer: B.Eng. Mech. Eng./ International Project Engineering ✉ Ms. Doris Mazzini: MBA International Business Management & Sustainability