



## Information sheet for Exchange Students at the Faculty of Social Sciences and Cultural Studies

### Before arrival:

- Which classes can I choose?

A list of classes taught in English can be found on the website of the of the Faculty of Social Sciences and Cultural Studies, Büro für Internationales:

<https://soz-kult.hs-duesseldorf.de/studium/ausland/exchanges-students>

- How do I have to fill in the Learning Agreement?

The seminars that you pick should be relevant for the module you have to complete. Sometimes a module contains only one seminar, sometimes more. Make sure that you don't pick two seminars for a module that you only need one for (this is especially important for students staying more than one semester).

Components of the modules:

A 1 contains A 1.1 (Professional Identity)

A 2 contains A 2.1 and A 2.2 (Human Development in the Social Environment)

A 3 contains A 3.1 (Social Structures and Developments)

A 4 contains A 4.1 and A 4.2 (Legal, Socio-Political and Institutional Conditions)

A 5 contains A 5.1 and A 5.2 (Culture, Aesthetics, Media)

Every A-seminar is usually worth 6 ECTS.

### After arrival:

There will be an appointment during the Orientation Weeks at the Faculty, where you will meet the staff of Büro für Internationales (departmental International Office) and where you will be able to ask all questions that remained unclear.

- How do I sign up for an exam?

You are not automatically signed up the exam of a class. Therefore it is obligatory to participate in the first session of a seminar where the lecturer will hand out an attendance list. It is very important to sign that list, otherwise you won't be able to do the exam at the end of the term!

In the header of the attendance list you will see the title of the lecture, the name of the teacher, the module of the lecture and the term:

Prüfungsverzeichnis			
Seminarartikel: "title of lecture"			
Hochschule Düsseldorf			
Prüferin/Prüfer: "name of teacher"			
Studiengang: BA Sozialarbeit/Sozialpädagogik			
Prüfung: "Ax.x"		Semester: "term"	
Vollzeit / Teilzeit (nicht zutreffendes streichen)			
PO: 2015			
Lfd.Nr.	Mtk.Nr.	Name	Datum, Unterschrift
	"matriculation number"	"your name"	"date, your signature"

Make sure that you sign into the right list: you are enrolled as full time (Vollzeit) in BA Social Work/ Social Pedagogy, first semester with PO 2015.\*

Sign in with your matriculation number, your name, the date and your signature.

Attendance is not mandatory (check with your teacher for special attendance regulations) but you will have to be there for your examinations e.g. presentations, tests or oral exams.

If you can't attend for your examination, please inform your lecturer and figure out if you can perform on another day.

If you don't want to participate in the seminar anymore you can sign out with a short written letter until one week before the examination.

### **At the end of the stay:**

- How do I get my letter of confirmation?

In order to receive your letter of confirmation, please visit the general international office (room 02.01.037) a couple of days before you leave.

- When will the transcript be issued and how do I receive it?

Your transcript of records will be issued as soon as possible. Usually the teachers have to decide about the grades latest by the end of a semester (summer term: 31.08. each year, winter term: 28./29.02. each year). Only then we can issue a transcript.

Then we organize the signature of the head of examination board, which sometimes takes a while, as this is usually within the period where there are no lectures.

If you know that you do need a transcript fast, please do inform us and your teachers. They have the option to send an email to Büro für Internationales, so you will get your transcript as soon as possible.

If you need help with anything, please feel free to contact us anytime: [international.sozkult@hs-duesseldorf.de](mailto:international.sozkult@hs-duesseldorf.de)