

Fachhochschule Köln · Gustav-Heinemann-Ufer 54 · 50968 Köln

To all Incoming Exchange Students at the  
Institute of Translation and Multilingual  
Communication (ITMK)  
Academic Year 2014/2015

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### Information for Exchange Students at the ITMK

**For all information, please consult our website for ERASMUS incoming students:**

<http://www.f03.fh-koeln.de/fakultaet/itmk/international/erasmus-incomings/index.html>

Dear Exchange Students,

We are glad that you want to study next academic year at the "Institute of Translation and Multilingual Communication" (ITMK) at the Fachhochschule Köln and we hope you will be successful, have interesting experiences, and lots of fun during your time in Cologne. We would like you to note the following points:

Attention: You should begin to look for accommodation in a hall of residence, flat or elsewhere immediately. Please try to get this sorted out as soon as possible, as flats in Cologne are scarce!! You will find all relevant information in our **booklet "Studying at the ITMK in Cologne"** to help you with this. Please understand that we cannot provide housing for you since the FH Köln does not own any student apartments.

Our **ORIENTATION MEETING FOR EXCHANGE/ERASMUS STUDENTS** coming in the winter semester will take place on **Thursday, October 9, 2014 at 11:30 h (room 301, Ubierring 48, 3rd floor)**. Please make a note of this date as attendance is compulsory for all new incoming students!

You will receive an **ACADEMIC CALENDAR** with the **PRESENT TERM DATES** of the academic year 2014/15 (Acad.Calendar\_2014-15.pdf). Updates will be published on our above mentioned ERASMUS website. The lectures will start as follows:

- **winter semester (WS) 2014/15: Monday, October 13, 2014**
- **summer semester (SS) 2015: Monday, March 23, 2015.**

Regarding WS: From Oct. 6 to 9, 2014 we will organize orientation sessions for all new students (Erstsemester) at the ITMK. You are invited to attend. The time schedule will be published on our website in time.

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Ausgezeichnet!  
Wettbewerb exzellente Lehre



**ARRIVAL RECOMMENDATION:** In the winter semester we recommend you to arrive in Cologne on October 1 or 2 (the first day of the month is generally the date the lease agreement starts). This way you will have time for orientation in Cologne, settling all formalities, and moving into your room/apartment before the lectures start (for details on the formalities see chapter 4 in our booklet "Studying at the ITMK in Cologne"). Should you have a lease with the Kölner Studentenwerk for a student accommodation, please ask them when you can move into your room. Please take a note of October 3 being a German holiday. All shops and offices will be closed. Also you cannot check into dormitories on that day!

**ERASMUS COURSE CATALOGUE / ERASMUS LECTURE TIMETABLE:** Please note that as an exchange student you can only attend classes of our Bachelor programmes (BA Mehrsprachige Kommunikation + BA Sprachen und Wirtschaft). But you can choose classes of either year of study.

**WS:** Students coming in the WS will receive our ERASMUS lecture timetable for WS 2014/15 by email in September. It contains a time table for all classes as well as the corresponding ECTS credit points for each course.

**SS:** Students starting in the SS will receive further information as well as the timetable for SS 2015 in February.

**LEARNING AGREEMENTS:** For your orientation and in order to fill in your preliminary learning agreement please use the study programmes (Studienverlaufsplan) in the current ERASMUS Lecture Timetable as a reference (in 70% of the classes only lecture times/places and lecturers will change). You can download it on our ERASMUS website. Incoming students have two weeks to choose/test classes and make up their final learning agreement. In the WS your final learning agreement must be fixed and signed by your ITMK's ERASMUS tutor and our International Office (= Institutional Coordinator) by October 31, 2014 (the SS deadline is April 17, 2015). Please find further information on how to make up your timetable and learning agreement on our ERASMUS website in the chapter "**Curriculum/Lecture Timetable for Exchange Students**" and "**Individual Timetable and Learning Agreement**". Should you have any questions regarding your study programme or learning agreement, I will be pleased to answer them at the orientation meeting. Please understand we cannot give academic advice by email before.

**GERMAN CLASSES:** German language classes for FH Köln's exchange students are centrally hosted by FH Köln's "Sprachlernzentrum" (Language Learning Centre = SLZ). Please note that the ITMK offers no language learning classes in German. The SLZ offers an **INTENSIVE GERMAN COURSE FOR BEGINNERS** in September/February before the lectures start at the rate of approx. 150 EURO.

During the term **GERMAN CLASSES FOR EXCHANGE STUDENTS** will be available free of charge at different levels (4 academic hours per week = 2 x 90 minutes). Please note: Each student can attend only one class/level during the term. Students who pass the examination at the end of the semester will get an ECTS certificate with 5 ECTS credit points. For details please see our International Office's website:

[http://www.international-office.fh-koeln.de/sekretariatenglish/german\\_courses/u/03885.php](http://www.international-office.fh-koeln.de/sekretariatenglish/german_courses/u/03885.php)

or the website of FH Köln's SLZ: <http://www1.fh-koeln.de/slz/>

**MATRICULATION / ENROLMENT** at FH Köln: You will have to enrol personally at our International Office (IO) upon arrival. Our IO sends out the official letters of acceptance by email to all new incoming students together with information on the enrolment procedure. Exchange students coming in the WS will be sent their letter in June, students coming in SS will receive it in January. For further information on the enrolment please see our IO's website as follows: <http://www.international-office.fh-koeln.de/sekretariatenglish/u/03174.php>

**All information for ITMK's exchange students can be found on our ERASMUS website as follows:**

<http://www.f03.fh-koeln.de/fakultaet/itm/international/erasmus-incomings/index.html>

I am looking forward to meeting you in 2014/15 in Cologne.

Yours sincerely,

Dagmar Schall

Dep. ERASMUS Coordinator