

Checklist

“After start of lectures”



Organize lecture material

Lecture material (documents provided by the lecturers) will help you to follow up the lectures. The lecturers upload most of the materials on ILIAS.

- > ILIAS is available at www.fhac.de/FB07/Ilias.
- > The user name is your FH-Identifier (e.g. ab1234s).

After you have registered for the module on CampusOffice, it takes up to 24 hours to get access to the module folder in ILIAS. If you have registered on CampusOffice on a Friday or immediately before a public holiday, you will only have access after the next working day.

If you still cannot access the module folder in ILIAS then, please submit a ticket to the Data Processing Center through the ticket system (<https://hilfecenter.fh-aachen.de>).



Recognition of Business English

The examination office can recognize academic achievements, e.g. from a “Berufskolleg für Wirtschaft und Verwaltung”, in Business English as academic achievements if the following conditions are met and proven by the submission of a certificate:

- > It must be clearly recognizable as a performance in **Business English**.
- > The level of competence according to the Common European Framework of Reference for Languages (CEFR) must be proven and at least at level C1.
- > A grade must have been awarded.
- > The certificate must not be older than two years at the time of recognition.

If you would like to apply for recognition of Business English, please send a copy of your certificate with your matriculation number by e-mail to studienberatung@wirtschaft.fh-aachen.de

You can read the regulations at any time by clicking on the following link:
<https://www.fh-aachen.de/en/faculties/business-studies/new-to-the-faculty/information-for-first-semester-students-in-bachelors-degree-programmes>



Important dates at the faculty

You are obliged to inform yourself upon important dates and deadlines as well as announcements.

Therefore, please visit the website of our faculty regularly:

<https://www.fh-aachen.de/en/faculties/business-studies/everything-about-studying/semester-dates>.

All important dates of a semester are published there as well, such as the current examination schedule.



Registration for exams

At the end of each semester and at the beginning of the winter semester there is an examination period that lasts for 2 or 3 weeks. Only if you have registered and been admitted, you can take part in an exam. The obligation to register for an exam is independent of the form of examination and applies to written examinations, papers, presentations or other forms of examination.

The registration must be submitted online within the announced period via www.qis.fh-aachen.de.

In order to be able to log into QIS you need the access data of your university account at the FH Aachen. All important information on the examination modalities as well as a video tutorial regarding the exam registration can be found under the following link:

www.fh-aachen.de/en/faculties/business-studies/everything-about-studying/examinations.



Create a study plan

How do I create a study plan? How do I prepare for a difficult exam? How do I deal with extensive learning material? How do I plan my time for exam preparation?

There is a film series of the RWTH Aachen University on the subject of „Learning to Learn“ for this purpose. You are welcome to watch it. You can find the videos under the following link:

www.rwth-aachen.de/go/id/erhyl.

! Information only available in German



Create a study group - network

Experience shows that you will get through your studies more easily if you join a study group.

Networking is important from the beginning in order to get in contact and support each other.

Therefore:

- > Follow our [Facebook](#) and [Instagram](#) account.
- > Join the Whatsapp group of your degree programme