

TH Köln · Gustav-Heinemann-Ufer 54 · 50968 Köln · Germany

Attn: Incoming Exchange/Erasmus  
Students at the Institute of Translation and Multi-  
lingual Communication (ITMK)  
Academic Year 2019/20

Köln, April 2019

### Reference: Information for Exchange Students at the ITMK

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

<http://www.th-koeln.de/itmk/incomings>

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 Technische Hochschule 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:

→ **REMINDER REGARDING HOUSING:** You should begin to look for accommodation in a hall of residence, flat or elsewhere in good time. Please try to get this sorted out as soon as possible, as flats in Cologne are scarce!!!

Please note: Since TH Köln is no campus university, we do not own nor facilitate any student houses. Therefore, you will find all relevant information and hints on housing in the brochure: [„Just arrived“](#)

→ **ORIENTATION MEETING FOR EXCHANGE STUDENTS:** Your term at the ITMK begins with an orientation day the week before lectures start. **Attendance is compulsory** for all new incoming students!

- **Winter semester (WiSe) 2019/20:** September, 30 – October, 4, 2019  
(the time table will be emailed to you in good time)
- **Summer semester (SoSe) 2020:** the week before lectures start  
(times and locations t.b.a)

→ **ACADEMIC CALENDAR / LECTURE START:** You will receive the current academic calendar 2019/20 attached (Akad.Kalender\_2019-20.pdf). Updates will be published on our above-mentioned Erasmus website. **Lectures will start** as follows:

- **WiSe 2019/20: Monday, October 7, 2019**
- **SoSe 2020: Monday, March 23, 2020**

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→ **ARRIVAL RECOMMENDATION:** We recommend you to arrive in Cologne at the beginning of September (the first day of the month is generally the date the lease agreement starts), since enrolment at TH Köln as well as the obligatory German assessment test will take place 2-3 weeks before lecture starts. This way you have time to settle in Cologne, move into your room/apartment. Please note: Monday, October 3 is a German holiday, thus shops and offices are closed. If you start your studies in the summer term, you should arrive by March latest.

→ **GERMAN ASSESSMENT TEST:** Exchange students are required to do a German assessment test carried out by TH Köln's language learning centre (Sprachlernzentrum = SLZ) taking place before the lectures start, i.e. in early September / early March. The dates as well as detailed information will be communicated in good time. Please understand that we cannot accept any other test results.

→ **LANGUAGE REQUIREMENTS:** The ITMK offers studies in applied foreign languages (English, French, Spanish). Our basic language is German. Please note that our institute offers no language learning classes (neither in German nor in the foreign languages).

- **German:** In order to successfully attend classes, students need a good command of German. The minimum level is B1. German classes are provided by TH Köln's Language Learning Centre (see below).
- **Foreign Languages:** Our language requirements are as follows:  
English: B2, French/Spanish: B1. Please consider these levels as minimum prerequisites in the first year of study. For attending classes of higher years of study, higher language levels are logically required (especially for translation and interpreting classes). You should consider this when choosing classes and making up your Study plan (Learning Agreement). If you do not have the appropriate language level you can attend classes at TH Köln's Language Learning Centre (Sprachlernzentrum = SLZ). The SLZ focuses on language learning classes, not only in German but also in English, French and Spanish as well as Italian (free of charge for all TH Köln Students, exchange students included). These SLZ classes also carry ECTS credit points. For further information, please go to the following SLZ webpage:  
[https://www.th-koeln.de/internationales/sprachlernangebote\\_18336.php](https://www.th-koeln.de/internationales/sprachlernangebote_18336.php)

→ **GERMAN CLASSES:** German language classes for TH Köln's exchange students are centrally hosted by TH Köln's "**Sprachlernzentrum**" (**Language Learning Centre = SLZ**). During the term, German classes (2 x 90 min. per week) will be available free of charge at different levels. Students who pass the examination at the end of the semester will get an ECTS certificate with 5 ECTS credits. Each student can only attend one German class/level during one term (exception: B2+ level classes). For details, please visit the SLZ website as follows:

[https://www.th-koeln.de/internationales/deutsch-als-fremdsprache\\_25247.php](https://www.th-koeln.de/internationales/deutsch-als-fremdsprache_25247.php)

**Please note: Mandatory placement tests will take before lectures start and are obligatory.** Please consider this for your arrival plan. For the tests, you will need to register online for a test date. In case of any queries, please contact the SLZ directly (for contact details please see the SLZ website).

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→ **ERASMUS COURSE CATALOGUE / ERASMUS LECTURE**

**TIMETABLE:** Please note that as an exchange student **you can only attend classes of our Bachelor programme** Mehrsprachige Kommunikation (unless our universities have an agreement on MA level). However, you can choose classes of either year of study. Shortly before the term starts, you will receive our Erasmus lecture timetable. It contains special information/classes for incoming exchange students as well as a manual on how to use the online platform UnivIS for making up your individual timetable. The current lecture timetable (showing the exact dates and times as well as room indications for all classes) will be released online shortly before lectures start via UnivIS.

→ **LEARNING AGREEMENTS:**

The Learning Agreement (LA) shows your study plan at the ITMK. Erasmus students receive the LA form from their home university. It consists of three parts. The first one, Before the Mobility (BTM), is your provisional study plan/course selection that is made up **BEFORE** you go studying abroad (changes can be made later on after the lectures have started in the second part of the LA = DTM). Please take the following steps:

- a) **Until May 1 (SoSe: November 1, 2020)** please upload your filled-in BTM to Mobility Online.
- b) We check your BTM which usually entails some changes. Therefore, please make sure you stay in contact and react on our emails.
- c) When everything is correct, we will sign your BTM and upload it on Mobility Online.

In order to fill-in your preliminary Learning Agreement (part "BEFORE THE MOBILITY") please use the **study programme (Studienverlaufsplan)** to be downloaded from our Erasmus webpage. It serves as an overview and orientation which classes we offer in general. Please note: not all classes listed in the overview are offered every term! The exact list of classes offered during the upcoming term will be released online via UnivIS shortly before the lectures start (see above).

Please read the attached leaflet containing instructions how to fill in the LA (Information\_LearningAgreementITMK.pdf).

→ **MATRICULATION / ENROLMENT** at TH Köln: Our International Office (IO) is in charge of the enrolment for all exchange students. The IO sends out further details on the enrolment procedure via email to all exchange students. You will be asked to register online with TH Köln's online portal "Mobility Online". Our IO provides you with details on how to register and the documents you have to upload in order to finalize your registration. Once your online registration is complete, you can download and print out your individual letter of admission (Zulassungsschreiben) via Mobility Online. After your arrival in Cologne, you will have to enroll personally at our IO (official matriculation). After that you are required to transfer the semester fee (approx. 270 €) on TH Köln's account. Only then, your matriculation is completed. For details on the enrolment as well as practical information, please see our IO's website as follows:

[https://www.th-koeln.de/en/international\\_office/exchange-students\\_21380.php](https://www.th-koeln.de/en/international_office/exchange-students_21380.php)

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→ **CURRENT INFORMATION FOR ITMK's EXCHANGE STUDENTS** can be found on our Erasmus website:  
<http://www.f03.fh-koeln.de/fakultaet/itmK/international/erasmus-incomings/>

We are looking forward to meeting you in March in Cologne.

Yours sincerely,

Sabrina Geppert  
ERASMUS-Office

**Technology**  
**Arts Sciences**  
**TH Köln**