

Record Sheet for Exchange Students

Please read the following information carefully!

The Record Sheet serves to document the student's progress in research projects.

Arranging a research project

Research projects will not be centrally allocated at RWTH Aachen University, Faculty of Mechanical Engineering. Rather, you are obliged to arrange project work by contacting professors and staff members. Most often, you will find available projects published on an institute's website. If you cannot locate a project that suits your interest, do not hesitate to approach staff with your own ideas.

You may discuss all matters pertaining to the successful completion of your research project with your supervisor at RWTH Aachen University.

Types of research projects

Credit points (CP) will be awarded based on the size of the project. At RWTH Aachen University, Faculty of Mechanical Engineering, we distinguish between three different types of research projects:

- **Project Work ("Projektarbeit")** **(6 Weeks, 10 CP)**
- **Bachelor Thesis ("Bachelorarbeit")** **(8-10 Weeks, 15 CP)**
- **Master Thesis ("Masterarbeit")** **(18-22 Weeks, 30 CP)**

Important notice: No other amounts of credit points than those mentioned above can be awarded for research projects at the Faculty of Mechanical Engineering. Please consult your home institution regarding the recognition of the credit points. If you have a Learning Agreement, please make sure that the project title and the amount of credit points is identical on the Learning Agreement and the Record Sheet. The Learning Agreement must be signed by all coordinators.

Registration of research projects

Please register your research project (and exams, if applicable) on our faculty's incomings platform (www.incomings.fb4.rwth-aachen.de)

Transcript of Records

Please submit the Record Sheet during our office hours after finishing your research project. A Transcript of Records will be issued based on your profile on the incomings platform when all your grades are complete.

If you need your Transcript of Records urgently, please inform us accordingly.

Your Incomings Team

Contact: international@fb4.rwth-aachen.de

Documentation of Research Projects

Last Name	First Name
Street No.	E-Mail
ZIP Code City	Phone
Country	Student ID
Institute (Fac. of Mech. Engineering)	
Supervising Professor	
Supervising Academic Staff Member	

<input type="radio"/> Project Work (6 Weeks, 10 CP)	<input type="radio"/> Bachelor Thesis (8-10 Weeks, 15 CP)	<input type="radio"/> Master Thesis (18-22 Weeks, 30 CP)
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Title of Thesis / Project Work (German / English)

in German

in English

Detailed Description of Content

Last Name

First Name

Student ID

Intended Progress of Work

Tasks

Duration (in weeks)

Weeks

Weeks

Weeks

Weeks

Weeks

Weeks

Weeks

Weeks

Weeks

Weeks

Duration in Total:

Weeks

Outline and time schedule have been set by mutual consent prior to beginning work on the research project.

Student:

_____ Date

_____ Signature

Supervising Academic
Staff Member:

_____ Date

_____ Signature

Supervising Professor:

_____ Date

_____ Signature

Actual Progress of Work

Day of Submission:

Duration in Total:

Grade:

_____ Date

_____ Signature and Stamp of Supervising Professor and Institute