

Info for ERASMUS – incomings

Dear ERASMUS-incoming! Welcome at CICS. We wish you a fruitful and positive stay. With this short memo we would like to inform you about the relevant organizational aspects of your stay.

CICS

Cologne Institute of
Conservation Sciences

Fakultät für
Kulturwissenschaften

**Technology
Arts Sciences
TH Köln**

1. Learning agreement

The LEARNING AGREEMENT should be discussed and set up in close collaboration with the professors/teachers in your home university and in CICS. After the setup of the agreement it has to be signed by the departmental Erasmus coordinator (Hans Portsteffen or Andreas Krupa) and the institutional coordinator (Janina Knöll/International Office). A signed copy will be collected and filed at CICS (Hans Portsteffen). Changes in the learning agreement are possible, but will need a new update of the LEARNING AGREEMENT with all signatures!

2. Exams

To earn the required credits you need to take part at the exams. Every lecturer will explain the kind of exam with the start of the lecture series of the semester term. The exact dates and form of the exams you can find in the MODULHANDBUCH and in the PRÜFUNGSPLAN (online). If not clear, please contact the relevant lecturer! Please make sure, if you can write the exam in German language or if you need translated (English) questions and the allowance of English answers. This needs communication with the lecturers in due time! Individual adjustments in the exams are possible, but need communication with the professors as well.

3. Credits and grades

You will not be listed in the online grading system (PSSO) of the UASC. Instead of that you are in charge of keepings records. For that you need the required number of ECTS CERTIFICATES (in copy/provided by Hans Portsteffen/or online). These documents have to be certified by the lecturer and will be collected by you to the end of the term. Make sure, that the lecturer is speeding up the grading process, to enable the processing of the TRANSCRIPT OF RECORDS which will be your central document to take home. Together with your LEARNING AGREEMENT and the full number of ECTS CERTIFICATES the TRANSCRIPT OF RECORDS will be provided as soon as possible. We try hard to process the TRANSCRIPT OF RECORDS in time, but this is only possible with the complete set of documents!

4. Safety

You need to follow a safety introduction by Sandra Uckermann. Please contact her as soon as possible and confirm the introduction by a signature. There is an obligatory safety introduction in your department as well. Make sure to contact your superwiser.

5. Access to the working rooms

You will have access to the working rooms in accordance to the key regulations of your department. For that you will be listed in the general key allowance list.