

## Semester Information for AEL Students: Structure of the academic year, dates of exams and availability of marks

<b>University:</b>	Technische Hochschule Köln University of Applied Sciences (D KOLN04) Institute of Translation and Multilingual Communication (ITMK)
<b>Academic year:</b>	2024/25
<b>University's AEL co-ordinator(s):</b>	<b>Incoming AEL: Dagmar Schall</b> ( <a href="http://th-koeln.de/personen/dagmar.schall/">th-koeln.de/personen/dagmar.schall/</a> ) Email: ael-incomings-itmk@th-koeln.de <b>Outgoing AEL: Prof. Christiane Brand</b> ( <a href="http://th-koeln.de/personen/christiane.brand/">th-koeln.de/personen/christiane.brand/</a> ) Email: ael-outgoings-imk@th-koeln.de
<b>Relevant websites:</b>	<a href="http://www.th-koeln.de/ael/incomings">http://www.th-koeln.de/ael/incomings</a> (German version) <a href="http://www.th-koeln.de/ael/students">http://www.th-koeln.de/ael/students</a> (English version) Website of THK's department of International Affairs (for information on enrolment, housing, getting started at THK, etc.): <a href="https://www.th-koeln.de/internationales/exchange-students_2027.php">https://www.th-koeln.de/internationales/exchange-students_2027.php</a> (German version) <a href="https://www.th-koeln.de/en/international_office/exchange-students_21380.php">https://www.th-koeln.de/en/international_office/exchange-students_21380.php</a> (English version)

### **Structure of the academic year: general description**

- The academic year consists of two semesters (winter semester: September 1 to February 28/29 // summer semester: March 1 to August 31)
- The winter semester lectures start late September/early October, the summer semester lectures in mid-March
- The THK has introduced EWP (Erasmus without paper)
- Nomination deadline (online): April 15
- Enrolment at THK is conducted completely online via Mobility Online
- A so-called "Semesterbeitrag" of approx 300 EURO is due per semester (no tuition fees). For details see: [https://www.th-koeln.de/en/academics/fees\\_5908.php](https://www.th-koeln.de/en/academics/fees_5908.php)
- Online registration for BA classes at the ITMK is required in September + February (dates will be defined)
- A preparatory meeting (to choose classes and create timetables) for incoming AEL students is held in August online via Zoom. An AEL orientation meeting will take place face-to-face at the ITMK in the week before the lectures start (late September).
- During the winter term and the project week in November students have to take the project module "Vortrags- und Präsentationstechniken mit Berufsfelderkundung" (2,5 ECTS). The project week of the summer term is free for individual studies.
- Each semester ends with an exam period (January/February + June/July)
- There is an approx. six-weeks break between the first and the second semester; the other breaks (apart from occasional days off) are: one week for Christmas, some days at Easter and Whitsun, and the summer holidays (mid-July to early-October).
- Re-sits from the first semester can be taken at the end of the second term (June/July). Further re-sits will take place at the end of the following semester (exam period in January/February).

**Key Dates (subject to alterations)**

April 15: Nomination deadline (online via Mobility Online)	
by May 1 <sup>st</sup> , 2024	Online registration on Mobility Online
by June 1 <sup>st</sup> , 2024	Submission of Learning Agreement (BTM) to <a href="mailto:ael-incomings-itmk@th-koeln.de">ael-incomings-itmk@th-koeln.de</a>
August (date t.b.a.)	Preparatory online meeting (compulsory)
Early September (date t.b.a.)	Online registration for winter term classes
September 30 – October 4, 2024	Orientation week for new AEL/Exchange students (compulsory)
October 3, 2024	*Holiday* (German Unification Day)
October 7, 2024	Lectures start
October 2024 (date t.b.a.)	Submission of Learning Agreement (DTM)
November 2024 (date t.b.a.)	Online registration for winter term exams
November 18 – 22, 2024	Project week (attendance compulsory)
December 23 – January 3, 2025	*Christmas Break* (re-start on Jan. 4 <sup>th</sup> )
January 15, 2025	End of lectures
January 16 + 17, 2025	*Study days*
January 20 – February 7, 2025	Exam period (+ re-sits from 2023/24)

Mid-February (date t.b.a.)	Online registration for summer term classes
March 24, 2025	Lectures start
April (date t.b.a.)	Submission of Learning Agreement (DTM)
April 17 – 22, 2025	*Easter Holidays*
May (date t.b.a.)	Online registration for summer term exams
May 13 – 17, 2024	*Project week (study days for AEL incoming students)*
June 7 - 10, 2025	*Whitsun Holidays*
June 26, 2025	Lectures end
June 27 – July 1, 2025	*Study days*
July 2 - 18, 2025	Exam period + re-sits from the first semester
January/February, 2026 (t.b.a.)	Futher re-sits

**Availability of marks**

First semester exams	Mid-March
Second semester exams	Late August

**Re-sits**

1 <sup>st</sup> semester re-sits	July 2 - 18, 2025
2 <sup>nd</sup> semester re-sits	January/February, 2026