Guidelines for E-Campus
M.A. International Political Economy of East Asia (IPEEA)
Master of Arts (Master 1 Subject)
Table of contents

1) How to register to E-Campus
   ▪ How to find classes

2) What classes should be chosen?
   ▪ How to register for classes?
   ▪ Enrolment at INEAST

3) Application and sign-out of classes

4) Timetable organization

5) Completion of classes and grades

6) Allocating your courses in Modules
1) How to register for E-Campus

Step 1

- Use your RUB Login ID + Password included in application documents to register on E-Campus via this [link](https://www.ruhr-uni-bochum.de/ecampus/ecampus-webclient/login_studierende.html).
1) How to register for E-Campus

An initial setup of a 2-factor implementation using a security app (e.g. ForgeRock, Google Authenticator) is recommended to ensure sufficient data security.

In case of any problems use this link for further information.
1) How to register for E-Campus

How to find your classes
- Find classes under “Informieren und Anmelden”
- Click on “Vorlesungsverzeichnis”

URL: https://ec-campus.ruhr-uni-bochum.de/portal/service/student/ecampus.html
1) How to register for E-Campus

**How to find your classes**

- Click on “Vorlesungsverzeichnis nach Studiengängen“ to find all suitable classes for the M.A. IPEEA program (make sure to select the current semester in the top left corner)
1) How to register for E-Campus

How to find your classes
- Click on Master (1-Fach)
1) How to register for E-Campus

How to find your classes

- Click on *International Political Economy of East Asia (1-Fach, PO 2020)*
1) How to register for E-Campus

URL: https://campusoffice.ruhr-uni-bochum.de/views/campus/eventlist.asp?group=Studieren+an+der+Ruhr-Universität+Bochum&field=Master+%281-D%29&body=False&mode=field&guid=0xCD284A58E7C64F648DD0727847DDD7F9

- How to find your classes
- Now you can see all IPEEA modules
2) What classes should be chosen?

The M.A. IPEEA classes are divided into mandatory and elective modules

We recommend a combination of both categories

Example for the 1st semester:

- 1 course *Comparative Political Economy of East Asia* (CPEEA) 4,5CP
- 1 course *International Political Economy of East Asia* (IPEEA) 4,5CP
- 1 course *Research Module* (MARM) 3CP
- 1-2 classes *Advance Module East Asian Languages* (AMEAL) 3-9CP
- 2-3 *Elective module* classes 8-15CP
2) What classes should be chosen?

- Once you have decided on the classes you wish to take, you will register for those classes.

How?

Let’s take the CPEEA module as an example.

- Click on the module name to find all selectable classes for the specific semester you register, i.e. summer or winter.

URL: https://campusoffice.ruhr-uni-bochum.de/views/campus/module.asp?guid=0x3C174AA7D8564095B3BEB69306609925
2) What classes should be chosen?

How to register for modules and courses?

CPEEA module example

- Click on the class name to find the overview page
- Here you can see the class language, schedule, professor’s or lecturer’s information, a brief description of the content, and the requirements to apply for the class
- In case of doubt do not hesitate to send the lecturer an E-Mail
2) What classes should be chosen?

Step 10

How to register for modules and courses?

CPEEA module example

- To register* for a class, click on the blue button “Zum Anmeldeverfahren der Veranstaltung” and go to the application website
- If successful, you will receive a confirmation email via RUBMail

*Note: You can only apply for classes at the start of the semester!
2) What classes should be chosen?

How to register for modules and courses?

CPPEA module example

- To enhance the overview over the classes, click on the blue button under “Termine und Ort” to transfer all classes schedule into the timetable

URI: https://campusoffice.uni.ruhr-uni-bochum.de/views/campus/event.asp?guid=0x1C6E5FA713034D989DE1190B97C638C5&guid=0xD5EB0034415B4143AB6E8EE3A9E5FA7
2) What classes should be chosen?

Enrolment at INEAST

- You can find the INEAST curriculum on the institute's website: https://www.uni-due.de/in-east/study_programs/ma_ceas/students.php

- After selection, please send an email to the MA CEAS coordinator: Melanie Kogler to apply for selected seminars. Then, she will inform you of the process and send you the necessary documents. www.uni-due.de/in-east/people/kogler_melanie.php

Note: When sending emails, please state your name, affiliation (RUB, OAW, MA programme), and student number.
3) Application and sign-out of classes

Step 12

- Check the status of your applications and registrations under the category “Meine Anmeldungen” in the left column
- By clicking “abmelden” you can withdraw your registration
- Make sure to withdraw the registration within the indicated deadline to avoid penalties!

URL: https://campusoffice.uv.ruhr-uni-bochum.de/views/campus/registrations.asp
4) Timetable organization

You can always check your classes schedule and room numbers under “Mein Stundenplan” in the left column.

Make sure to transfer your class schedule as explained in Step 11 to have a complete overview for all classes.

Only periodic* class schedule is included in your timetable.

URL: https://campusoffice.rub.rub.de/views/calendar/timeTable.asp

*Note: Make sure you look at the non-periodic workshops included in your classes.
5) Completion of classes and grades

- Find all performance records under “Meine Leistungsnachweise” in the left column
- If you finish all the requirements for a course at the end of the semester the course will be included under “Leistungsnachweise”
- Clicking on the course’s name, it enables the view on grades and credit points
- M.A. IPEEA classes need to be categorised according to the selected modules
- In case of doubt check the M.A. IPEEA module handbook or ask your student advisors

URL: https://campusoffice.uv.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle
6) Allocating your courses in modules

**Step 15: Overview**

- All the required courses need to end up in the “dem Studiengang zugeordnet” tab

**How to do this?**

0. Finish all the required courses

1. Allocate the courses to the required modules

2. After correctly allocating the courses, contact the student advisors to approve the courses

3. When student advisors approve the allocation, allocate the module to the correct program

URL: https://campusoffice.uv.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle
6) Allocating your courses in modules

Step 16: Creating Modules
(with template)

- (1) Check if you have all the required courses to finish your module using MA IPEEA Handbook
  [General composition: 1x Leistungsnachweis + 1x Modulabschlussprüfung i.e., lecture and test + seminar OR seminar + seminar and essay (Hausarbeit)]
  Note: It might happen that courses are not graded after having taken place for various reasons and students are unable to allocate those CPs. In this case, students should politely contact Professors/lecturers to clarify the issue.

- (2) Expand the courses
- (3) Click on “Modul abschließen”

URL: https://campusoffice.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle
6) Allocating your courses in modules

Step 16: Creating Modules (with template)

- (4) Checkmark the correct Module → consult the module MA IPEEA Handbook
  Kind reminder: Make sure all dates and information is correct to issue any document related to your transcripts, CPs, etc.
- (5) Click on “weiter”

Note: Courses offered by the Chair of Economics registered via FlexNow are a special case and their allocation is explained here (in German)

Note: Students also need to allocate themselves those offered by the IN-EAST Studies

URL: https://campusoffice.uv.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle
6) Allocating your courses in modules

**Step 16: Creating Modules**

1. At the bottom of the page click on “Leistungsnachweis […] Modul nacherfassen”
2. In the appearing screen click on “Neuen Leistungsnachweis […] erfassen”
3. Fill in the information (Please check the MA IPEEA Handbook)
4. Click on “Speichern” and proceed

URL: https://campusoffice.uv.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle
6) Allocating your courses in modules

Step 16: Creating Modules

- (1) After you have successfully finished the modules your records will be sent to our examination office (Prüfungsamt). Then, they will be forwarded to us (MA student advisors).

- (2) You can enter these classes and modules by yourself into RUB eCampus.

- (3) For the grade, you can initially write “1.0”. We will then doublecheck with the documents and change/confirm your entry.

E-Campus for MA IPEEA Programme

URL: https://www.uni-due.de/in-east/study_programs/ma_ceas/students.php
6) Allocating your courses in modules

**Step 16: Creating Modules**

**Attention to: Different names, MA programmes, faculties**

- In some cases, modules are not programmed correctly in the software and they will not appear after you press "zuordnen".

- (1) In these cases, you will have to enter a module by yourself: “Leistungsnachweis für ein Modul nacherfassen”. You then can allocate seminars to these modules.

Note: Please use the **correct module titles** according to the **MA IPEEA module handbook**.

*Kind reminder*: Please pay attention to the calculation of the grades according to the module handbook and examination regulations (Prüfungsordnung).
6) Allocating your courses in modules

Step 17: Approving your Modules

- Consult the student advisors
- PLEASE indicate:
  1. Your full name and student ID
  2. The list of modules you are willing to get approved
  3. A FlexNow-ToR (transcript of record), if your request concerns FlexNow issues

Gentle reminder: student advisors have a heavy workload, therefore, some administrative procedures might take some time. Please plan your procedure/paperwork well in advance of requesting it, especially if you have deadlines for scholarships, job positions, and submission of documents.
6) Allocating your courses in modules

Step 18: Completing Modules

- (1) Scroll to the “keinem Studiengang zugeordnet” index tab
- (2) After expanding the module, click on “Zuordnen”
- (3) If the module is a faculty internal module the right module will appear right away
- (4) If the module is a non-faculty module please click on “Freie Zuordnung”
- (5) Please now select the correct course from the list
- (6) Now click “Zuordnen”

URL: https://campusoffice.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle

STUDIENLEISTUNG MODUL-TYP ZUORDNEN

Es können nicht passende Modul-Typen gefunden werden oder das Modul kann zur Zeit nicht einem Modul-Typ zugeordnet werden, da die Prüfungsordnungsumsetzung noch nicht abgenommen wurde. Für weitere Informationen wenden Sie sich bitte an Ihr Prüfungsamt.

Freie Zuordnung

Zurück

Master (ein Fach) / International Political Economy of East Asia / 2020

Modul-Typ

- Advanced Module East Asian Languages
- Business and Economy in China
- Comparative Political Economy of East Asia
- Compulsory Elective Module Economics
- Elective Module Political Sciences
- Current Topics in Health Economics
- Growth and Development Economics
- International Economic and Business Issues of Japan
- International Political Economy of East Asia
- International Trade
- IPEEA Elective Module 1
- IPEEA Elective Module 2
- IPEEA Elective Module 3
- Master-Modul Europäisierung, Demokratie und Governance
- Master-Modul Internationale Institutionen und Prozesse
- Master-Modul Internationalisierung und Transnationalisierung
- Professional Practice or Semester Abroad in East Asia
- Research Module

Modul: Wissenschaftslehrblock (älteste Module aus 2019)

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<thead>
<tr>
<th>Titel</th>
<th>Note</th>
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6) Allocating your courses in modules

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- Find all performance records under “Meine Leistungsnachweise” in the left column
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- Clicking on the course’s name enables the view on grades and credit points
- M.A. IPEEA classes need to be categorised according to the selected modules
- In case of doubt, check the M.A. IPEEA Module Handbook or ask your student advisors

URL: https://campusoffice.ruhr-uni-bochum.de/views/gradeCollect/gradeOverview.asp?body=False&viewonly=False&filter=Alle
For further support on E-Campus

• You can consult the IT Service website: http://www.rub.de/ecampus

• IT Service has issued a very complete guidelines for E-Campus. It is on their website. It is in German and title is as follows: BENUTZERHANDBUCH CAMPUS Für die Spezialrechte „Organisationen und Veranstaltungen“ und „Studiengangskoordination“

• You can always contact the Helpdesk service via email: helpdesk-ecampus@rub.de
For further support

• You can also consult the Student Council. They provide support to students at the Faculty of East Asian Studies.

• The Student Council East Asian Studies (short: FSR OAW) is a body elected by students of the OAW for the students of the OAW.

• Webpage: https://fsroaw.wordpress.com/ueber/

• Email: fsr-oaw@rub.de
RUHR-UNIVERSITÄT BOCHUM

Application for the M.A. International Political Economy of East Asia (IPEEA)*

M.A. IPEEA Academic Advisors

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