

## **International Programmes Data Sheet 2010-2011**

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## 2. Semester Dates:

### Fall Term 2010

Expected Arrival Date on campus: **No earlier than 12 August 2010**  
**No later than 24 August 2010**

16 – 24 August 2010:

***Study Skills in German: Intensive German Language Course***  
Participation is free of charge and highly recommended. Please note that we do not offer German courses for complete beginners during the semester. Thus, participation in the intensive course is mandatory for absolute beginners who want to participate in a German course during the semester.

25 –27 August 2010:

**Induction days** (participation is mandatory for ALL exchange students)

30 August 2010:

**Lectures begin**

18 December 2010:

**End of exams and lectures \***

### Spring Term 2011

Expected arrival date on campus: **No earlier than 03 January 2011 (tbc)**  
**No later than 11 January 2011 (tbc)**

04 - 11 January 2011 (tbc):

***Study Skills in German: Intensive German Language Course***  
Participation is free of charge and highly recommended. We do not offer German courses for complete beginners during the semester. Thus, participation in the intensive course is mandatory for absolute beginners who want to participate in a German language course during the semester.

12 – 14 January 2011 (tbc):

**Induction days** (participation is mandatory for ALL exchange students)

17 January 2011:

**Lectures begin**

7 May 2011:

**End of exams for Master students \***

21 May 2011:

**End of exams for Bachelor students \***

\* Students are expected to stay on campus until their last exam is taken. It is not possible to take the exams at the home university instead.

#### Important note regarding exams:

The exam schedule is set in accordance with EBS semester dates. It is possible that there will be exams on the last day of the semester. We strongly recommend that students book their return flights with the semester dates in mind. EBS will not modify the exam schedule due to early departure flights.

### 3. Application for exchange

#### Eligibility for Exchange to EBS

Prospective exchange students to EBS are required to be

- officially registered students at one of our partner universities,
  - in good academic standing,
  - officially nominated by the home university,
  - fluent in English.
- Graduate level exchange students (MBA or Master) are required to hand in a TOEFL score of at least 93 points ibt (or equivalent) if they are non-native speakers of English.

**The application process for exchange students wishing to attend EBS consist of 3 steps:**

**Step 1:** The exchange coordinator of the home university nominates exchange students through an online nomination system (details will be sent to all exchange coordinators in time).

**ATTENTION: Please take note of the following deadlines for nominations:**

For Fall Term:           **15 April**  
For Spring Term:       **01 October**

**Step 2:** Nominated exchange students will receive an email from EBS International Programmes Office with details on the online application procedure.

**Step 3:** After completing the online application, students submit the following supporting documents through their exchange coordinator via email as well as express mail:

1. Current CV or resume,
2. 1 passport-sized photograph (originals please!!),
3. A copy of all university degrees/grade transcripts from the last 2 years,
4. Proof of health insurance or copy of European Health Insurance Card valid for the entire stay at EBS,
5. Document "Declaration of Accession" to the EBS student body (available in download section of application system)
6. For graduate level exchange students (MBA or Master): TOEFL score of at least 93 points (ibt) or equivalent.
7. A certified copy of ID document:
  - For EU-students: national ID card;
  - For Non-EU-students: passport (photo and data page; needs to be valid for the entire stay in Germany!)

**ATTENTION: Complete applications must arrive at EBS before the following application deadline:**

For Fall Term:           **01 May**  
For Spring Term:       **15 October**

#### ATTENTION:

- All exchange students must be nominated first by their home university, before they can fill in the application online.
- All necessary information will be sent to all partner universities before the application process starts (for fall term in early April and for spring term in September).

### 4. Housing

We do not offer on-campus housing and accommodation in the area is difficult to find. Thus, EBS Housing has created a database with available and suitable flats to help international students to find accommodation. All accommodation is furnished and equipped with varying levels of household appliances.

This service works on a "first come first serve basis" with exception of EBS managed accommodation with 40 places. Students receive a login to the housing data base after admission to EBS (approximately July) where they can choose an accommodation. Booking is done with the EBS housing coordinator.

For more and further information, please see the housing webpage

(<http://www.ebs.edu/index.php?id=4422&L=73>) and wait for the introductory mail with the login data.

**Approximate Living Costs (in local currency):**

Total: from €700,- to €900,- per month:

Accommodation \*: €300,-, to €450,- / month

Food: €250,- / month

Books and classroom materials: Max €50,-/course

Local transportation: €50,- / month

## 5. Pick-Up Service

**Free pick-up** can be arranged upon request. This service is only available from **Frankfurt International Airport** and **Mainz Central Train Station** (arrival in Germany via Frankfurt Hahn Airport) on the following days only:

- 12 - 15 August 2010 and
- 21 – 24 August 2010.

Further details will be sent to all exchange students **after admission**.

Students arriving outside of the pick-up periods have to organize and pay for transfer to EBS on their own.

## 6. Health Insurance:

By law, students **MUST** have sufficient health cover for their stay in Germany to apply for a student visa and to become a student at a German university.

**Travel insurance will not provide sufficient cover** – only for trips which are independent of the university, for example to another European country.

Students should check with their insurance company: some insurance policies from certain countries will not be recognized in Germany. *Caremed* (<https://www.caremed-travelinsurance.com/>) is one insurance policy which will be accepted for a student visa application and enrolment, among various others.

## 7. Course Information:

EBS offers a variety of undergraduate and graduate level courses for exchange students.

Course registration will take place online before the beginning of the semester. All necessary information will be sent to all exchange students via email **after admission**.

**Attention:** After admission, students will receive an EBS email account! All important information (e.g. about course registration etc.) will be sent to this EBS email account! It is the responsibility of the student to check this account regularly!

If desired, students can instruct the EBS account to forward all emails to an email account of their choice.

<u>Class Format:</u>	lectures and seminars
<u>Class Size:</u>	15 - 50 students
<u>Grading:</u>	participation, written, oral
<u>Attendance and Participation:</u>	mandatory
<u>Full load for one semester:</u>	30 ECTS (for EU partners) + 1 language course
<u>Languages of Instruction:</u>	More than 80% of our courses at Bachelor level are taught in English. Our Master programme is 100% in English. Our MBA programme is taught 100% in English.

Schedules for Fall Term 2010 will be fixed in July 2010. Until then preliminary course lists can be obtained from the responsible exchange coordinator at the International Programmes Office upon request.

**Modules and Courses – the difference:**

Our Bachelor and Master programmes are taught in so-called *modules*. Modules are groups of courses which are tied together and which can only be registered for as a whole.

An example from our course list:

Course ID	Course name	Module ID	Module name	Eligibility
LI.0035	Strategic Value Chain Management	MI.007	Value Chain Management	module only!
LI.0036	Operations Management	MI.007	Value Chain Management	

Module MI.007 “Value Chain Management” consists of the two courses “LI.0035 Strategic Value Chain Management” and “LI.0036 Operations Management”. It is not possible to attend only “Operations Management”. Students have to register for the entire module (here = 2 courses) or not at all.

An overall module exam is taken at the end of the semester, which includes elements from all the courses. **However, only one overall mark is given.**

Some of the courses are structured in such a way, that it is not possible to take the whole module during one semester (or some of the courses are in German). In such a case, students can take the course on its own – these courses are labeled as ‘stand-alone courses’. For each stand-alone course a separate exam has to be taken.

**Course Timetable:**

Our timetable is not as regular as most students are probably used to. Some courses last for a whole semester, some for several weeks, but some shorter courses last merely for a few sessions, often over an intensive 2 or 3 days block.

**The student is responsible for checking for clashes while doing the registration!**

When the student registers his/her courses, they must check for clashes. Most of the courses have a variety of groups, and at least one of these groups is taught in English (unless otherwise specified).

**Group Work:**

Some of the courses will require students to complete group work, and in some classes students will be divided into groups so that they are working with EBS students. The group work culture may be quite different from that which the students are used, however, it is an integral part of studying at EBS and every student should take it very seriously.

**Examinations:**

We do not have a specific exam week at EBS. While most exams take place at the end of the semester, some will take place shortly after the end of the course. This could be only one month after the semester started. Students should take note of this when planning trips abroad. Travelling is not an excuse to miss an exam!

Normally, each student has one chance to re-sit each failed exam, but please note that the re-sit timetable is set for EBS students (e.g. August for Spring Term). The students have to take the exam at the same time as the EBS students, and this might also not be convenient.

## 8. Student Services Available:

EBS offers a variety of services for its guest students, such as for example

- the International Programmes Office,
- a student buddy service organized by the student group ISR,
- academic counseling,
- a Coaching Service,
- a Career Service Center,
- and an EBS student organization will help to integrate the exchange students at EBS.

More information can be found at: <http://www.ebs.edu/index.php?id=international0&L=0>

This homepage also provides you with our informative “Welcome Guide for International Students” as a PDF-download.

## 9. Visa

**All exchange students are required to investigate whether they need a visa to study in Germany or not!** Please contact the nearest German embassy or consulate in your home country in this matter! Also, the International Programmes Team at EBS can offer advice.

If a visa is required, the student should calculate 8 to 12 weeks time to apply for it. Thus, please urge your students to apply for the visa as soon as they receive their letter of acceptance from EBS!

Normally, a national student visa will be issued. This visa will be valid for three months only and only for GERMANY.

After arrival at EBS, non-EU-residents are required to apply for a residence permit. This allows them to stay for the entire period of studies and to travel all Schengen States. EBS International Programmes Team will assist all students with the application during the induction days.

Students should note that to apply for a residence permit the authorities will collect their original passports for a period of ca. 3 weeks! Thus, the students cannot travel Europe for 3 weeks (travelling in Germany is of course not restricted)! This will roughly affect the following times:

- Spring Term: Mid-January – Early February
- Fall Term: Mid-September – Early October.

Therefore, students should not schedule international travel during this period of time!

## 10. EBS Summer Programmes:

Students who are not interested or able to spend an entire semester at EBS can participate in our International summer programmes which are offered in May and June of each year. They are offered on undergraduate as well as graduate level.

For more information, please refer to <http://www.ebs.de/index.php?id=1877&L=1>