

Erasmus Code: **D OESTRIC 01**
D-65375 Oestrich-Winkel, Germany
www.ebs.edu

International Programmes Data Sheet 2009-2010

1. Contacts

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Europe, Latin-America, Erasmus, DAAD

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2. Semester Dates:

Fall Term 2009

Bachelor + Master Programmes

Expected Arrival Date on campus: **No earlier than 21 August 2009**
No later than 01 September 2009

- 24 August – 1 September 2009:** ***Study Skills in German: Intensive German 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.
- 2 – 4 September 2009:** **Induction days (participation is mandatory for Bachelor and Master students)**
- 7 September 2009:** **Lectures begin**
- 23 December:** **End of exams and lectures ***

Spring Term 2010 (tentative)

Bachelor + Master Programmes

- Expected arrival date on campus: **No earlier than 04 January 2010 (tbc)**
- Early January 2010 (tbc):** **Induction days (participation is mandatory for Bachelor and Master students)**
- Early January 2010 (tbc):** **Lectures begin**
- Early January 2010 (tbc):** ***Study Skills in German: Intensive German 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.
- Mid-May 2010 (tbc):** **End of exams ***

* 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 the 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. We will not modify the exam schedule due to early departure flights.

3. Application for exchange

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

Step 1: The exchange coordinator nominates exchange students through an online nomination system.

Step 2: Nominated exchange students will receive an email from their coordinator at EBS with details on the online application procedure.

Step 3: After filling in the 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,
3. A copy of all 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. Declaration to join EBS student body (*form will be available online*).

Application deadlines:

For Fall Term: **15th May**

For Spring Term: **15th 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. When the student is officially accepted for a semester at the EBS s/he will receive a login to the data base, can chose an accommodation and has to book with the housing coordinator.

For more and further information, please see the housing webpage 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

Free airport pick-up can be arranged upon request. In Fall Term 2009 this service is only available from Friday, 21 August 2009 until Tuesday, 01 September 2009. If you arrive earlier you have to arrange your own transportation. Further information will be sent to all exchange students after admission.

If you would like to use this service, please send a mail titled “Pickup Fall 09” to housing@ebs.de containing the following data:

- Full name,
- arrival date,
- arrival time,
- arrival airport,
- terminal,
- flight number,
- Airline,
- Cell phone number (if possible),
- If you travel with other EBS students, please mention their names.

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* (<http://www.caremed-travel.com/index.php>) 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 before the process starts.

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, student can set up the EBS account so that it forwards 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 50% 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 2009 will be fixed in June 2009. Until then preliminary course lists can be obtained from the responsible exchange coordinator at the International Programmes Office.

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 lists:

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 full exam has to be taken.

Course Timetable:

Our timetable is not as regular as 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 to, 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.de/index.php?id=international&L=1>

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

9. 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>