

## **EBS Business School Fact Sheet 2014/15**

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## 2. Semester Dates:

### Fall Term 2014 (tentative)

Expected Arrival Date on campus (tbc): No earlier than 16 August 2014  
No later than 27 August 2014

19 – 27 August 2014 (tbc):	<b>Study Skills in German: Intensive German Language Course</b> Participation is free of charge for exchange students and highly recommended.
28 August – 29 August 2014 (tbc):	<b>Induction days (participation is <u>mandatory</u> for ALL new exchange students)</b>
01 September 2014 (tbc):	<b>Lectures begin</b>
20 December 2014 (tbc):	<b>End of exams and lectures *</b>

### Spring Term 2015 (tentative)

Expected arrival date on campus: No earlier than 02 January 2015 (tbc)  
No later than one day before induction days start (tbc)

Early January 2015 (tbc):	<b>Study Skills in German: Intensive German Language Course</b> Participation is free of charge for exchange students and highly recommended.
Before official start of lectures (tbc):	<b>Induction days (participation is <u>mandatory</u> for ALL new exchange students)</b>
mid January 2014 (tbc):	<b>Lectures begin</b>
Early May 2015 (tbc):	<b>End of exams for Master and MBA students *</b>
Late May 2015 (tbc):	<b>End of exams for Bachelor students *</b>

\* 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.

## 2. Application for semester exchange

Information about **EBS summer school** can be found on page 9.

### 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,
- Proof of English language skills;
- Non-native speakers must submit: (may also be waived for students who attend a degree taught 100% in English at their home university; if so, please upload confirmation of home university):

	<b>Undergraduate level</b>	<b>Graduate level</b>	<b>Master Dual Degree</b>
<b>TOEFL</b>	80 ibt	90 ibt	100 ibt
<b>IELTS</b>	6.0	6.5	6.5
<b>TOEIC</b>	660	721	850
<b>ESOL</b>	FCE grade A or B	CAE grade A, B, C	CAE grade A CPE BEC 3, Higher (Business English Certificate)
<b>TELC</b>	B2	C1	C1

The application process for exchange students wishing to attend EBS consists 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 due time).

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

For Fall Term: **15 April**  
For Spring Term: **15 September**

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

Please note that it may take 2-3 work days for EBS to process the nominations and mail out the login details to the students.

**Step 3:** Students upload the following supporting documents into the application system:

1. Current CV or resume,
2. A copy of all university degrees/grade transcripts,
3. Proof of health insurance valid in Germany/Europe for the entire stay at EBS,
  - For EU-students: copy of valid European Health Insurance Card;
  - For Non-EU-students: proof of full health coverage for entire stay in Germany (please also see page 6 for more detailed info);
4. Document "Declaration of Accession" to the EBS student body (available in download section of application system; please print, complete, sign and scan)
5. 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!)
6. For Non native speakers of English: TOEFL, IELTS, TOEIC or ESOL:

	<b>Undergraduate level</b>	<b>Graduate level</b>	<b>Master Dual Degree</b>
<b>TOEFL</b>	80 ibt	90 ibt	100 ibt
<b>IELTS</b>	6.0	6.5	6.5
<b>TOEIC</b>	660	721	850
<b>ESOL</b>	FCE grade A or B	CAE grade A, B, C	CAE grade A CPE BEC 3, Higher (Business English Certificate)
<b>TELC</b>	B2	C1	C1

7. For Master Dual Degree students only: a valid GMAT score.

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

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

**ATTENTION:**

- All exchange students must be nominated by their home university, before they can access the online application.
- 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. Visa and Immigration**

**All exchange students are required to investigate in advance 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 general advice.

If a visa is required, the student should calculate at least 8-10 weeks time to apply for it.

If students apply for their visa too late, EBS has NO possibility to speed up the visa process! If students do not receive their visa in time for semester start they will not be able to attend EBS!

The German Foreign Ministry has recently sent a notice to all German embassies around the world that they support the issuing of one semester/ one years visas to exchange students staying in Germany for less than 12 months. To obtain a visa for one semester/one year students are required to submit health insurance and proof of financial support for the entire period of studies.

It may happen that the embassy only issues a student visa for 90 days. With this visa, students can enter Germany and extend it here by applying for a residence permit (valid for the entire period of studies at EBS).

After arrival at EBS, non-EU-nationals are required to apply for a residence permit. This allows them to stay for the entire period of studies. EBS International Programmes Team will distribute all necessary information on this process during the induction days.

Students staying for one semester 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 leave Germany for 3 weeks! This will roughly affect the following time periods:

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

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

#### **5. Housing**

We do not offer on-campus housing and accommodation in the area is difficult to find. EBS Housing Office will contact all students after admissions to offer available and suitable flats and provide assistance to individually search for accommodation.

This service works on a “first come first serve basis”. Students receive emails with housing offers **after admission** to EBS (approximately October/November) and can choose an accommodation out of the offering. Booking can be 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=1>) and wait for the introductory mail.

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

<u>Total:</u>	from € 750 - € 1000 per month:
<u>Accommodation:</u>	€ 350 - € 450 per month
<u>Food:</u>	€ 250 per month
<u>Books and classroom materials:</u>	Max € 50 per course
<u>Transportation:</u>	Semester ticket for public transport in the area; € 114,86 per semester; MANDATORY for EVERY student of EBS

**6. Pick-Up Service**

**Pick-up** can be arranged upon request on previously specified days before the start of the semester. This service is only available from **Frankfurt International Airport** and **Mainz Central Train Station** (arrival in Germany via Frankfurt Hahn Airport). Students need to pay a 20 EUR contribution to the pick-up costs.

Further details will be sent to all exchange students **approximately 4 weeks before the start of the semester.**

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

**7. Health Insurance**

By law, all students **MUST** have sufficient health cover for their stay in Germany to become registered as a student at a German university and/or to apply for a student visa/residence permit.

**EU-students** are normally sufficiently covered by their national insurance plan. Please submit a copy of your European Health Insurance Card (front and back page) valid for your entire exchange at EBS.



**European Health Insurance Card**

**Non-EU-students** should be careful in selecting a health insurance plan as it has to satisfy the very strict requirements of the university **AND** the immigration office (for visa/residence permit application).

We strongly recommend to purchase full German student health coverage for the semester at EBS. All public German Insurance providers offer the same, comprehensive services for the same price (ca. 78 EUR per month).

**From Spring 2014 ALL students that are staying at EBS for more than one semester MUST submit a German public insurance plan. The European Health Insurance Card can still be accepted.**

To apply for coverage Barmer for example offers a very convenient email application service:

- **Barmer:** please contact Mr. Oliver Weick at Barmer Insurance: [oliver.weick@barmer-gek.de](mailto:oliver.weick@barmer-gek.de) or +49-(0)611-3571-51-6001.
- Other public insurance providers in our area are for example TK ([www.tk.de](http://www.tk.de)), AOK ([www.aok.de](http://www.aok.de)) or DAK ([www.dak.de](http://www.dak.de)).

If you do not want to get full German health coverage, please take note of the following matters:

- Other plans may be cheaper but they provide less comprehensive coverage and mostly you have to pay all treatments in advance before being able to reclaim some of the costs!
- After arrival you need to get your insurance plan validated with a public insurance provider: they have to confirm that your coverage equals their comprehensive plans!

- **the immigration office that decides over your visa and residence application is extremely STRICT which plans they accept! Most international plans are NOT sufficient for them!** If a student hands in a plan not accepted by the immigration office, it will be rejected and the visa application will be halted. This may cause several weeks delay in the visa process and result in a student not being able to arrive in time for semester start.

If you are staying for only one semester and decide to reject full student health coverage plans, we strongly recommend one of the following plans as they are acceptable for the immigration office and validation:

- **Caremed:** [www.caremed-travelinsurance.com](http://www.caremed-travelinsurance.com)
- **Victoria:** <https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html>

Please note that travel insurances (= only emergency treatments) are IMMEDIATELY REJECTED BY THE IMMIGRATION OFFICE! Also, they only accept insurance documents issued in EITHER GERMAN OR ENGLISH!

## 8. 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 send to this EBS email account only! 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 a private email account of their choice.

<u>Class Format:</u>	lectures and seminars
<u>Grading:</u>	participation, written, oral
<u>Attendance and Participation:</u>	mandatory
<u>Full load for one semester:</u>	30 ECTS (for Erasmus students) + 1 language course
<u>Recommended course load per semester:</u>	Minimum 20 ECTS and maximum 30 ECTS + 1 language course
<u>Language of Instruction:</u>	More then 90% of courses at Bachelor level in English. Master programme is 100% in English. MBA programme is 100% in English.

Course schedules for Fall Term 2014 will be fixed in Summer 2014, schedules for Spring Term 2015 will be fixed in November 2014. 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:

Module No.	Course No.	Course Title	Lecturer	ECTS	Module	Language	Eligibility
M-FIN2-002	L-FIN2-002	Corporate Finance and Valuation	Mager	2	Finance	English	module only
	L-FIN2-003	Real Estate Fundamentals & Finance	Rottke	1	Finance	English	

Module M-FIN2-002 "Finance" consists of the two courses "L-FIN2-002 Corporate Finance and Valuation" and "L-FIN2-003 Real Estate Fundamentals & Finance". It is not possible to attend only L-FIN2-002 or only L-FIN2-003. 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.**

At the end of the semester, the module will appear on the transcript of record as ONE module with ONE modular grade.

Few modules are structured in such a way, that it is not possible to take the whole module during one semester. In such a case, students can take the course on its own – these courses are accordingly 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 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.

### **Transcripts:**

As soon as all grades are available, approximately 6-8 weeks following the official end of exams and lectures, the official transcript of grades for each student will be sent to the International Office of the home institution via Email. In case a hardcopy is required, the students have to inform the examinations office in time (in spring terms before mid-June, in fall terms before the end of January). The hardcopy will then be mailed to the International Office of the home institution. If a hardcopy is requested after the deadline, the student must pay a processing fee.



## **9. 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,
- Coaching Service,
- 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>

## **a10. 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 about the summer school as well as the application form, please refer to:

[www.summer-school.info](http://www.summer-school.info)

All information as of 19 March 2014