



EXCHANGE STUDENTS

@ EBS Business School

Melanie Butzloff, International Programmes Office
EBS Business School | Rheingaustraße 1 | 65375 Oestrich-Winkel
Phone: +49 611 7102 1516 | Fax: +49 611 7102 10 1516 | E-Mail: melanie.butzloff@ebs.edu

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1. Exchange Students Business School

Each year EBS Business School welcomes more than 350 exchange students from our more than 250 partner universities around the world on campus.

Founded in 1971, EBS is the oldest private business school with university status in Germany. It is located in the heart of the Rhine-Main region, in geographical terms, at the centre of Europe. This region is a hub of economic development with a population of more than 4.7 million, 320,000 companies, including 2,200 high-tech production plants, sales and services organizations.

EBS Business School is within easy reach of Wiesbaden, the capital of the state of Hesse, and Frankfurt, the financial metropolis of continental Europe with more than 430 national and international financial institutions including the European Central Bank.

The first people with whom exchange and guest students have contact with are the members of the International Programmes Team.

If you wish to broaden your educational experience by spending one or two semesters studying abroad, then we can accommodate you at EBS. We have a rich curriculum and a wide range of courses which are appropriate for either a one semester or two semester stay. In addition we offer to all students from our partner universities a German language course free of tuition charges two weeks before the official start of the semester.

You may decide that you would like a degree, not only from your own country, but also from a German university. We can offer you the option of studying at EBS for one year (Master) or 3 semesters (Bachelor) to gain a double degree, provided that there is an agreement to do so between EBS and your home institution.

The Office of International Programmes will make every effort to ensure that you have everything you need to prepare you for your studies at EBS.

It is important that you, as an exchange student, are made to feel at home; at EBS. We achieve this in the following way:

the International Programmes Team is always at hand to deal with any administrative queries or concerns and to help with general needs eg, housing; allocation of a student buddy (fellow students from EBS) who can support you on a day-to-day basis.

2. Academic Calendar

Fall Term 2019

Nomination deadline: 15 April 2019 (nomination starts at the end of March 2019)

Application deadline: 01 May 2019

15 - 23 August 2019	German language course (tuition is free of charge for Exchange students)
29 - 30 August 2019	obligatory Orientation Days for all new exchange students
02 September 2019	Lectures begin
20 December 2019	End of lectures and exams*

Spring Term 2020

Nomination deadline: 20 September 2019

Application deadline: 01 October 2019

06 - 14 January 2020	German Intensive Course (tuition is free of charge for Exchange students)
16 - 17 January 2020	obligatory Orientation Days for all new exchange students
20 January 2020	Lectures begin
11 May 2020	End of lectures and exams for graduate courses*
31 May 2020	End of lectures and exams for undergraduate courses*

* It is recommended to all students to stay on campus until the official end of lectures and exams.

3. Admission

If you are not studying at one of our partner universities but are still interested in apply for an exchange at EBS as a free-mover, please contact EBS International Programmes Office.

If you are studying at one of our partner universities and would like to apply for exchange studies at EBS, the following three steps are required:

Step 1:

The exchange coordinator of the home university nominates exchange students through an online nomination system.

Step 2:

Nominated exchange students 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 your students.

Step 3:

Students upload the following supporting documents into the application system:

- current CV or resume,
- copies of all university degrees/grade transcripts,
- proof of health insurance or copy of European Health Insurance Card valid for the entire stay at EBS,
- document "Declaration of Accession" to the EBS student body and "Declaration of Consent to Publishing Photos" (available in download section of application system; please print, complete, sign and scan)
- 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!)

- for non-native speakers of English: TOEFL, IELTS, TOEIC, ESOL or TELC:

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

- for Master Dual Degree students only: a valid GMAT score.
- for Bachelor Dual Degree students only:
 - certified copy of School leaving certificate / high school diploma
 - certified translation of school leaving certificate / high school diploma by a sworn translator (translation either in English or German)
 - certified copy of valid passport or identity card

Important note:

EBS can only issue your letter of acceptance after receiving a student's complete application before the application deadline!

Complete applications must reach EBS by the following deadlines:

For exchange in fall term: 01 May

For exchange in spring term: 01 October

A few days after your arrival you will receive your EBS student ID card and your semester ticket for public transport in the area (costs during in 2019/2020: 125,16 EUR per semester for unlimited travel in the RMV-region).

4. Courses

To help you find your way around the EBS courses, please bear in mind the following basic guidelines:

- Undergraduate students are welcome to enroll for courses in our Bachelor of Science programmes;
- Graduate students are welcome to enroll for courses Master programmes;

90% of our undergraduate level courses are taught in English.

Our Master and MBA programmes are taught 100% in English.

Please note that the course offering may change from year to year. After enrolment students will receive a tentative course list.

The course catalogues can give a general idea about which courses will most likely be offered in spring and fall terms on the different levels.

Modules and Courses

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

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 labeled as "stand-alone-courses". For each stand-alone-course a separate exam takes place.

5. European Grading System

60 ECTS credits represent the workload of a year of study; normally 30 ECTS are given for one semester.

Credits are awarded only when the course and all required examinations have been successfully completed.

Students participating in ECTS will receive full credit for all academic work successfully completed at EBS and will be able to transfer the credits earned.

A transcript will be sent to the home institution at the end of the semester.

- Number of weeks per semester: 14
- Languages of Instruction: 90% of undergraduate level courses and 100% of graduate level courses at EBS are taught in English.