

International Student Handbook

MBA



MESSAGE FROM THE ASSOCIATE DEAN

Welcome to WHU – Otto Beisheim School of Management. WHU is a private, state-accredited business school of university rank located in the center of Germany – with a campus in Vallendar (BSc and MSc) and in Düsseldorf (MBA). The school has frequently been ranked top in international rankings, such as the renowned Financial Times rankings and the Wall Street Journal ranking and is accredited by AACSB, EQUIS and FIBAA.



The school's main mission is to provide first-class education in management at all levels. We are known for the international orientation of our programs, our international joint ventures we have had for a number of years and our extensive student exchange programs. Our students have access to a network of partner universities which has grown to over 200 first-class institutions worldwide. Student exchanges are a very important element in our programs, because studying abroad deepens a student's knowledge of other cultures and increases both flexibility and mobility.

Just as WHU students spend considerable time abroad (one term at the undergraduate level and another term at the graduate level), we are happy to welcome many students from our partner institutions at our school and to offer them a unique learning environment. Currently, about 30% of the students on our campus come from abroad and we are proud that their number is growing continuously. We appreciate very much the contributions of our exchange students both in the classroom and outside, because they enrich the discussion and give our campus life an international flair.

The program of studies at WHU offers you a thorough foundation in all areas of management. It addresses the different aspects of what future managers need to be aware of when working in a challenging international environment. In addition to general management issues, our course of studies also addresses questions like ethics, rhetoric, and other topics of personal development. Currently, 40 full professors and 11 assistant professors from Germany and abroad provide a learning experience that is driven by intellectual rigor and team leadership. On behalf of the entire WHU staff I wish you a pleasant and successful stay at WHU – Otto Beisheim School of Management.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'M. Frenkel', written over a horizontal line.

Professor Dr. Michael Frenkel
Associate Dean for International Relations and Diversity

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International Relations at WHU

WELCOME TO WHU!

The International Relations Team is looking forward to welcoming you at WHU! We are your first point of contact and we will do everything so that you can have a successful and unforgettable exchange experience! You will notice that you may be called “Tauschie” at WHU. “Tauschie” is the friendly nickname for exchange students at WHU and comes from the German word “Austausch”, which means exchange.

This guide is designed to give you essential information on how to prepare for your arrival at WHU and in Germany. We hope that it will provide you with answers to most of the questions you may have about living in Germany and studying at WHU.

We are sure you will see that your decision to spend your exchange period at WHU was the best one you could ever make.

Your International Relations Team

Discover our website:

www.whu.edu/exchange

Follow us on Social Media:

WHUinternational



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WHU at a Glance

THE SCHOOL

WHU – Otto Beisheim School of Management is an internationally oriented and privately financed business school. It is one of the most renowned German business schools with a high international reputation. Since its establishment, WHU has proved itself to be a paragon of future-oriented research and teaching in business administration. The range of courses includes a Bachelor and Master of Science Program, Full-time and Part-time MBA Program and the Kellogg-WHU Executive MBA Program. In addition to these courses, WHU offers customized programs for management which are tailored to the needs of the particular enterprise.

WHU also has the authority to award PhDs and professorships. Its international network includes over 200 partner universities on all continents with which there are exchanges of lecturers and students, as well as cooperation in research worldwide. WHU is currently accredited by EQUIS, AACSB, and FIBAA. Regular re-accreditations confirm that our Business School consistently meets or exceeds strict national and international standards.

Academic Programs Open to Exchange Students

Undergraduate Program:

Bachelor in International Business Administration (BSc)
- 3-year program
- 80% or 100% of the courses are conducted and examined in English

Graduate Programs:

Master in Management (MSc)
Master in Finance (MSc)
Master in Entrepreneurship (MSc)
Master in International Business (MSc)
- 17-month program / 90 ECTS credit track
- 21 months / 120 ECTS credit track
- 100% of the courses are conducted and examined in English
Master in Business Administration (MBA)

[More information about the programs can be found in the](#)



WHU FACT SHEET

September 2020

Faculty and Staff

As of September 2020 if not stated otherwise

Full Professors:

Assistant Professors: 39
Adjunct Professors: 16
Honorary Professors: 3
External Lecturers: 72
Non-Academic Staff: 17
220

Faculty Groups

Economics, Entrepreneurship and Innovation,
Finance and Accounting, Management, Marketing and
Sales, Supply Chain Management

Founders and Benefactors of WHU

(financial year 2018/2019): 110
and many more friends and supporters

Budget

(financial year 2018/2019): 45,1 Mio. €

Executive Committee

Dean Professor Dr. Markus Rudolf
Deputy Dean Professor Dr. Jürgen Weigand
Associate Dean Professor Dr. Christian Andres
Associate Dean Professor Dr. Michael Frenkel
Head of Administration Peter Christ

Enrolled Students and Participants

As of September 2020 if not stated otherwise

Bachelor in International Business Administration Program (BSc): 688
Master in Management Program (MSc): 208
Master in Finance Program (MSc): 85
Master in Entrepreneurship (MSc): 58
Customized Master in Management and Entrepreneurship (MSc): 24
Full-Time MBA Program: 82
Part-Time MBA Program: 173
Kellogg-WHU Executive MBA Program: 87
Doctoral Program: 260
Students in total: 1,665
Participants Executive Education (2019/2020): 1,001
Participants European Programs (including Summer Programs): 94
Exchange students: 243

In Praxi e.V. – WHU Alumni Association
Approximately 4,700 members in 67 countries

Accreditations
EQUIS, AACSB, FIBAA System Accreditation

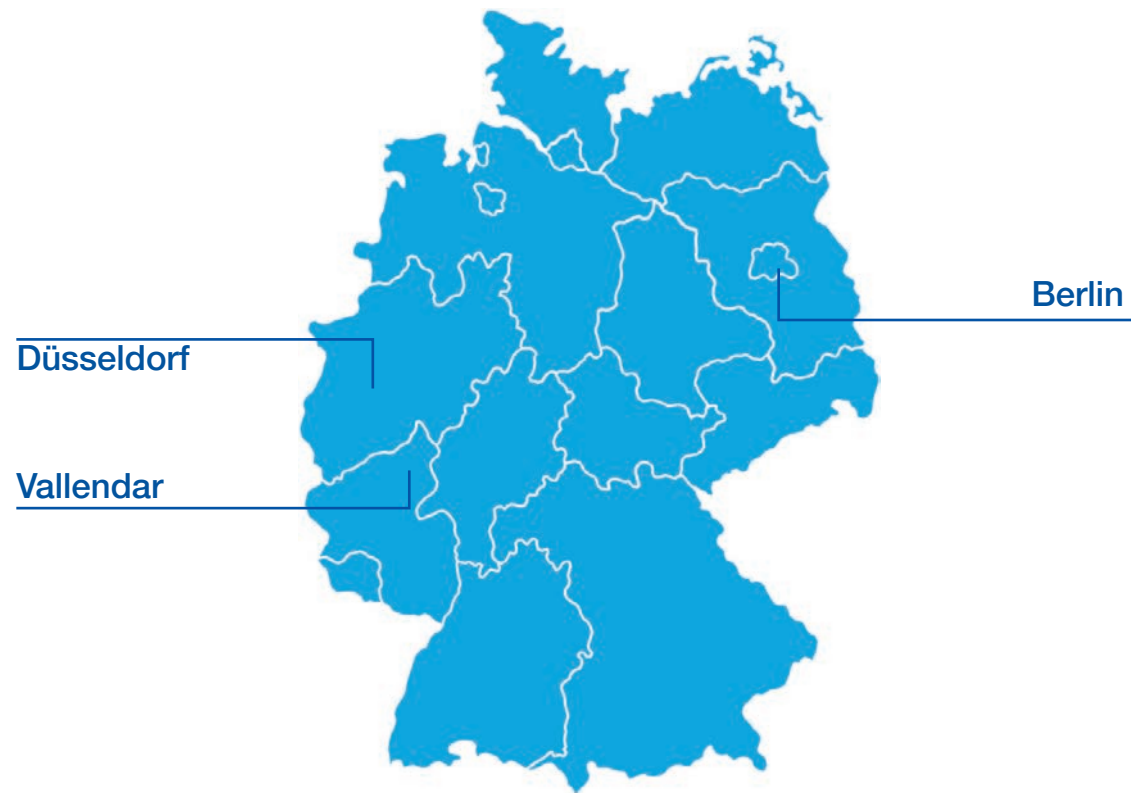
International Network
212 partner schools worldwide

Locations
Vallendar, Düsseldorf

MILESTONES

1984 WHU is founded as a private business school at university level
1993 WHU receives a generous donation to its endowment by Professor Otto Beisheim
1997 WHU and the Kellogg School of Management (Evanston, Illinois) establish a joint EMBA Program
1998 WHU is the first German business school achieving the EQUIS accreditation
2001 WHU joins the German Research Foundation as the only private business school
2005 WHU launches the Bachelor and Master of Science program; start of the Full-Time MBA Program
2010 Start of the Part-Time MBA Program in Düsseldorf
WHU is the fourth German Business School to be accredited by AACSB
2012 WHU achieves the FIBAA System Accreditation WHU opens its second campus in Düsseldorf
2013 Master in Finance Program is launched
2016 WHU introduces a second intake in September in the Full-Time MBA Program
2017 Start of the Master in Entrepreneurship Program
2019 Customized Master in Management and Entrepreneurship Program is launched
2020 Launch of Global MBA program

Germany within Europe and the World



GENERAL INFO

Population: About 83 million people, making it the 2nd most populous country in Europe.

Government type: Germany is a democratic parliamentary federation and consists of 16 federal states.

Time zone: Central European Time (CET)

Official language: German is the official language but many Germans speak also other languages.

Geography: The Federal Republic of Germany is located in the heart of Europe. Germany is surrounded by nine other countries: Denmark to the North, Holland, Belgium, Luxembourg and France to the West, Switzerland and Austria to the South, and the Czech Republic and Poland to the East. The country covers an area of 357,022 km².

Economy: Germany is the 4th largest economy in the world and the largest economy in the European Union. It is the world's 3rd strongest exporting nation. German companies have an excellent international reputation and the sign "Made in Germany" stands for quality, innovation and advanced technology.

Climate: Germany lies between the West Winds of the Atlantic Ocean and the continental climate of the east. There is rainfall in every season. During the winter, temperatures can drop down to between 5°C (41.0 °F) and -10°C (14.0 °F). The summer temperatures range between 18°C (64.4 °F) and 30°C (86.0 °F).

GERMANY'S POSITION

Germany is not only known for its economic strength, automobile industry and autobahn but also for the famous Oktoberfest and its traditional beer culture. However, Germany has more to offer than these commonly known facts.

Germany and the EU

The European Union (EU) is a political and economic federation of currently 27 European independent member states. The members of this union are still sovereign and independent nations. However, they delegate part of their power of decision to supranational and intergovernmental institutions such as the European Council, the European Commission, the European Parliament and the Council of the European Union. This bundling leads to a stronger international influence and allows for common democratic European decisions while creating a single market which ensures the free movement of people, goods, services and capital.

<https://ec.europa.eu/eurostat/home>

www.imf.org

Germany is the most populous country in the EU and German is the most widely spoken first language in the union. The German economy is the biggest economy within the EU and this makes it one of the leading forces within this union. Germany generates one quarter of the EU's GDP and the export sector is one of the driving forces of its economic strength. The country is known for its high quality and innovative products especially in the fields of environmental technology, engineering, chemical and electronic manufactures. Worldwide known companies such as Volkswagen, BMW, Daimler, BASF, Siemens and Bosch are just some examples of its internationally operating companies. However, the German economy is also extremely strengthened through its medium-sized companies which strongly contribute to Germany's success.

<https://www.discovergermany.com/>

<https://www.bundesregierung.de/breg-en>

Germany – an education stronghold

Studying in Germany means to benefit from a high academic standard in a country with a rich history of scientists and explorers making it one of the leading countries in the field of research, science and technology. In addition, Germany, also known as the country/nation of poets and thinkers, offers a rich cultural heritage. Amongst those were Albert Einstein, Ludwig van Beethoven, Johannes Kepler, Johann Wolfgang von Goethe, Johann Sebastian Bach, Martin Luther, Karl Benz, Rudolf Diesel, Johannes Gutenberg and Richard Strauss – just to mention some of these outstanding people. The oldest German universities in Heidelberg, Cologne and Erfurt are dating back to the 14th century. The student population is equally divided between men and women and with about 12% of the overall student body being international students making it a very diversified community. The increasing number of English-taught programs and the international focus of higher-education institutions combined with intensive international student mobility create a unique and innovative study system.

Food

Traditionally, food in Germany was mainly based on meat and potatoes but in recent years this has changed as cooking increasingly becomes a hobby and culture also incorporating the many international influences. The great regional variety within Germany varies from Sauerkraut and pork knuckle to pickled herring and all kinds of dumplings. Germany is also known for its wide choice of sausages and bread. There are about 300 different types of bread and about 1,500 different kinds of sausages.

However, this great variety is not only distinctive for food as Germany is also well known for its beer culture. There are about 5,000 different brands of beer ranging from dark beer to wheat beer to Pilsner. Each region and brewery produces beer with a distinctive taste and body. Especially in recent years, wine enjoys an increasing popularity. There are 16 wine-growing regions within Germany and Vallendar is located in one of them, the Middle-Rhine region.

DOS AND DONT'S – SOME HANDY THINGS TO KNOW FOR DAILY LIFE

Manners

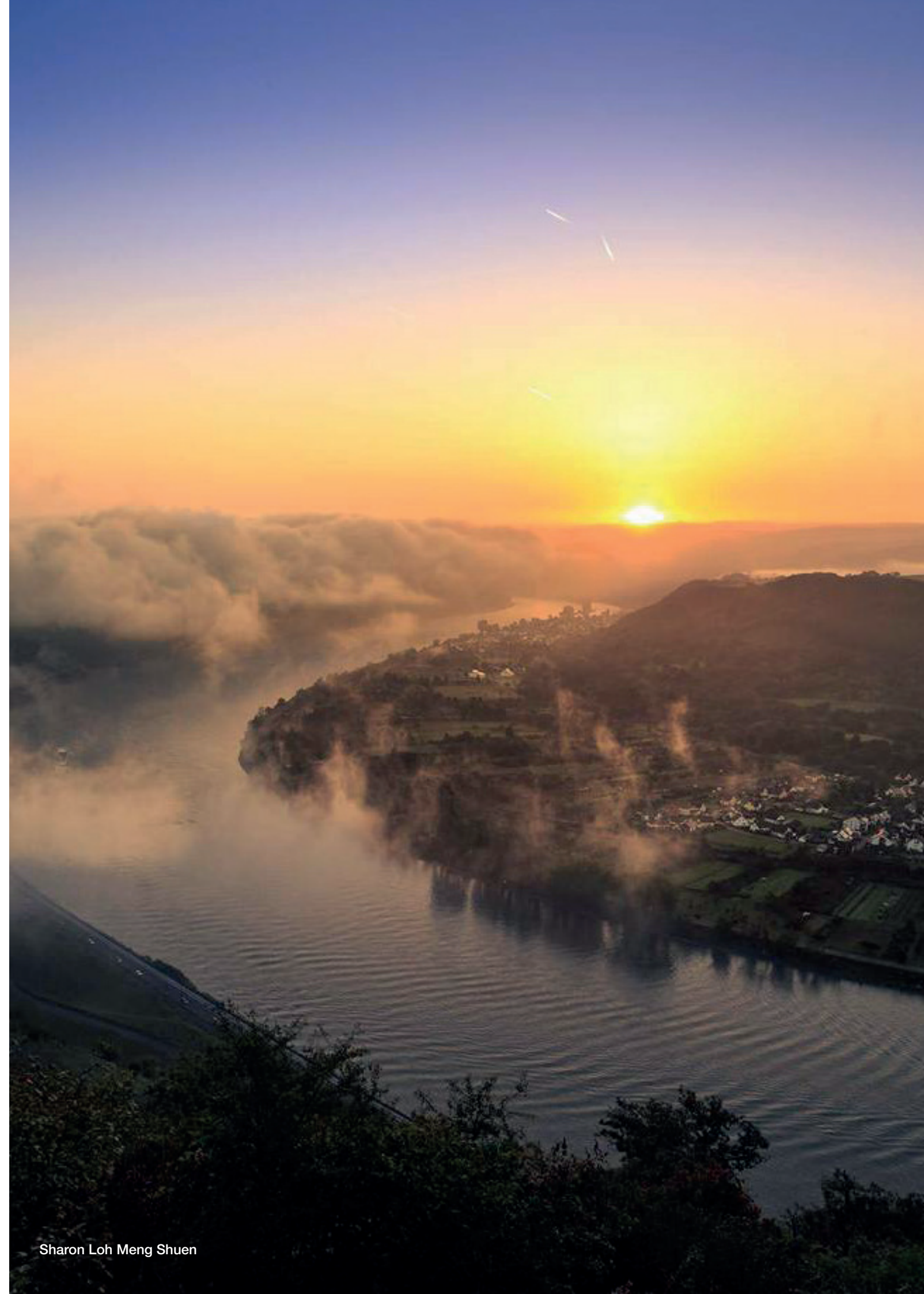
- In the German language there is a distinction between the formal you (“Sie”) and the familiar you (“du”). Adults usually address each other using the formal “Sie”. Generally, Germans take their time before using first names as they develop a closer friendship. When you speak to somebody with a title such as a professor than you should use the title and the last name to address him/her correctly.
- Greeting people in Germany might be different than back home. It is very common to shake hands except for friends and family or when entering a public office.
- Germans place a high value on punctuality, especially when you have official meetings or appointments such as with a doctor, professor or colleague.

Shopping

- Credit cards are not as common as in other countries, such as the U.S., which means that some of the stores or restaurants might not accept them. So be prepared to pay in cash or with an EC bank card (a German bank account is needed).
- Price tags used in Germany already include the value-added tax (VAT, “Mehrwertsteuer”/MwSt.). You can see the amount of the VAT on your receipt.
- To be able to shop in a grocery store or supermarket with a shopping cart you need a one Euro coin. This coin will be inserted in a slot as a deposit.
- When paying your groceries you have to pack them at the same time. This will not be done by the cashier or a bagger.
- Shopping bags in grocery stores and supermarkets are not for free. Either you bring your own bag or you have to pay for every bag you need.
- Most bottles in Germany (glass or plastic) have a bottle deposit. You get this deposit back when you return the bottles (it does not have to be the same store in which you bought them).

Leisure time

- Enjoying a drink or meal in the restaurant might also involve some new insights. Restaurants do not serve tap water. You have to order bottled water which is mostly sparkling. Drinks are usually served without ice. Tip (1-2 Euros) is given directly to the server and is not left on the table.
- Compared to other nations Germans are rather reserved to invite people to their home. Dropping in unannounced is only common among good friends. However, if you are invited it is always nice to bring a little gift for the hosts.
- The German law regulates special rest times, e.g. from 10 p.m. to 6 a.m. during the night and 1 p.m. to 3 p.m. during noon. Offending this rule, especially at night time, might upset your neighbors who might call the police.



A UNIQUE EXPERIENCE – WHAT WHU HAS TO OFFER

Besides its outstanding academic programs, studying at WHU also gives you the possibility of exploring Germany and Europe right from the center of it.

The school is embedded in one of the nicest regions within Europe, the Upper Middle Rhine Valley. This region is an UNESCO World Heritage site which covers an area with a length of 65 kilometers. This part of the Rhine Valley is characterized by numerous castles, historic sights and villages and is surrounded by beautiful vineyards which shape this great scenery.

However, this location not only offers an insight into age-long history but is also closely connected to the metropolises Frankfurt and Cologne. The capital Berlin as well as cities such as Munich and Hamburg can easily be reached within a couple of hours. The saying “in Europe, everything is only a stone’s throw away” turns out to be self-fulfilling in this place. During your exchange at WHU you will have the unique opportunity to study with other exchange students from our more than 200 partner universities all over the world. At the same time you will be a part of the small but very vibrant WHU community developing lifelong friendships.

OUR STUDY ABROAD AMBASSADORS

Who to give you a better impression of what studying at WHU is like than former exchange students! They are able to give you the first-hand information, share their experiences and introduce you to studying at WHU and life in Germany. Our Study Abroad Ambassadors are your perfect resource and will answer all your questions and give hands-on advice. All our ambassadors have spent one to two semesters at WHU or are WHU students who are engaged in our student initiative VIP (Vallendar Integration Program).

To get in touch with them just visit our website: www.whu.edu/exchange

Rohan Jolly, University of Rochester, USA

„WHU is an incredible community in the heart of Düsseldorf. The staff and student body are exceptionally helpful and welcoming. I felt perfectly at home in WHU and had no difficulty with the classes or everyday life in Germany. Furthermore, the central location helped me travel most of Western and Central Europe during my exchange semester. Coming to WHU is a great way to learn more about business in Europe, experience the diverse cultures that make up the continent, and become part of a wonderful community.“



EXPLORE GERMANY

Germany’s central position within Europe, a perfect starting point to explore Europe, is not the only reason for establishing it as one of the top travel locations worldwide. The country’s diverse landscapes, culture and history also strongly contribute to its popularity.

Besides the metropolises Berlin, Munich, Cologne and Frankfurt on the Main, Germany also offers spectacular landscapes such as the Wadden Sea in the north, the romantic river valleys in the middle and the snow-covered Alps in the south.

Germany offers 46 UNESCO World Heritage sites such as the Upper Middle Rhine Valley, Cologne Cathedral or the Classical Weimar together with about 4,000 museums and more than 400 theaters and opera houses. Germany is a place where you can travel through history by visiting one of the century old 5,000 castles or places while at the same time experiencing recent history when walking along the former course of the Berlin Wall and still seeing some original pieces of it.

Come and see for yourself!



Eltz Castle



Alex Mueller

Neuschwanstein Castle

The castle served as the inspiration of the world-famous Disney Castle and is one of the most visited castles in Germany and Europe.

SOME TRAVEL TIPS

Port in Hamburg

The second busiest port in Europe is located in Hamburg. The port is also called Germany's "Gateway to the World".

Carnival in the Rhineland

Especially Cologne is known for its jolly carnival celebration with a seven kilometer long parade route and about 10,000 visitors.

WHU Düsseldorf

Cologne Cathedral

The cathedral is one of the largest churches worldwide with towers of about 157 m (515 ft) height.

WHU Vallendar

Heidelberg

Enjoy the vivid history in the romantic and scenic old town of Heidelberg and its Renaissance castle.

Oktoberfest in Munich

The annual celebration is the largest beer festival worldwide.

Former German Wall in Berlin

Follow the double row of cobblestones which mark the former course of the Berlin Wall. &

Brandenburg Gate in Berlin

Built in the 18th century the Brandenburg Gate was integrated into the Berlin wall and today it is the most well-known landmark in Berlin and a symbol of the reunification.

Church of Our Lady in Dresden

The baroque church is an impressive symbol showing the destructive power during World War II but also the international reconciliation.

DÜSSELDORF

Located at the heart of the largest central European economic area and the state capital of North Rhine-Westphalia, Düsseldorf is home to one of WHU's campus locations. Host to around 180 nationalities, Düsseldorf is a diverse and welcoming city bursting with life and culture. Whether relaxing by the River Rhine or exploring the Altstadt: Düsseldorf offers plenty to see and do. Stroll on the Königsallee or in the media harbour, take a break in nature walking through one of its many parks and gardens, explore the museums, or enjoy music and art at the Opera House.

Characterized as a city containing a multitude of different nationalities and molded by a strong economy, Düsseldorf benefits from a strong infrastructure essential for its 600,000 residents. A unique city due to its position as state capital, economy and internationality, Düsseldorf is also rapidly gaining a reputation as a hub for culture and innovation. Rated by Forbes Magazine as one of the best cities in the world for its high quality of life, Düsseldorf attracts start-ups from around the world looking to meet investors and pitch new ideas. With Germany also benefiting from one of the lowest unemployment rates in Europe, it's no wonder Düsseldorf is attracting some of the world's finest minds!



Academics

Academic Programs and Chairs

The following academic programs are offered at WHU to exchange students:

Undergraduate

- Bachelor in International Business Administration (BSc)

Graduate

- Master in Management (MSc)
- Master in Finance (MSc)
- Master of Entrepreneurship (MSc)
- Full-Time MBA
- Part-Time MBA

Academic groups at WHU

Economics

- Institute for Industrial Organization
- Chair of Econometrics and Statistics
- Chair of Economic and Social Policy
- Chair of Macroeconomics and International Economics
- Chair of Monetary Economics
- IHK-Chair of Small and Medium-Sized Enterprises
- Center for EUropean Studies (CEUS)

Entrepreneurship and Innovation

- Institute of Family Business & Mittelstand
- Chair of Entrepreneurship I
- Chair of Entrepreneurship II
- Chair of Entrepreneurship, Innovation and Technological Transformation
- Chair of Family Business
- Chair of Innovation and Corporate Transformation
- Chair of Technology and Innovation Management
- Center for Sports and Management
- Entrepreneurship Center

Finance and Accounting

- Chair of Behavioral Finance
- Chair of Corporate Finance
- Chair of Empirical Corporate Finance
- Chair of Empirical Capital Market Research
- Allianz Endowed Chair of Finance
- Chair of Financial Accounting
- adidas Chair of Finance, Accounting and Taxation
- Accounting
- Chair of International Accounting
- Chair of Mergers and Acquisitions
- Center of Asset and Wealth Management
- Financial Accounting & Tax Center (FAccT Center)

Management

- Institute of Management Accounting and Control (IMC)
- Chair of Corporate Management and Change
- Chair of Leadership
- Chair of Organizational Behavior
- Chair of Organization Theory
- Chair of Strategic Management
- Center for Controlling & Management
- CIMA Center

Marketing and Sales

- Chair of Digital Marketing
- Chair of Market Research
- Chair of Sales Management and Business-to-Business Marketing
- Chair of Services Marketing
- Chair of Strategy and Marketing
- Center for Market-Oriented Corporate Management (CMM)
- Henkel Center for Consumer Goods

Supply Chain Management

- Kühne Institute for Logistics Management
- Mercator Endowed Chair of Demand Management & Sustainable Transport
- Chair of International Business & Supply Management I
- Chair of International Business & Supply Management II
- Chair of Logistics Management
- Chair of Logistics and Services Management
- Chair of Operations Management
- Chair of Production Management
- Center for Collaborative Commerce



Bachelor in International Business Administration (BSc)

The Bachelor of Science Program at WHU is designed as an undergraduate university degree for suitably qualified, high performing high school graduates interested in a broad-based, inter-national course of studies. The program is knowledge-based, but also puts great emphasis on practical experience. Two internships and an exchange semester form an integral part of the program. The perfect study conditions guarantee a comprehensive course of studies with outstanding quality in six semesters.

www.whu.edu/programs/bachelor-program

Master in Management (MSc), Master in Finance (MSc), Master in Entrepreneurship (MSc)

The Master of Science Program at WHU, as a consecutive business science degree, targets outstanding, performance-oriented graduates of Bachelor business studies programs, who are keen to work in an international context. The program builds on existing business fundamentals, while at the same time offering a pronounced focus on extensive practical experience. The compactly structured program lasts seventeen months and ends with the award of the Master of Science degree. Successful completion of this course is a prerequisite for students wishing to enter the Doctoral Program.

www.whu.edu/mif
www.whu.edu/mim
www.whu.edu/mie

Full-Time and Part-Time MBA

The MBA Program is designed for young academics from various fields, who have at least two years of professional experience following their undergraduate studies. The aim of this 15-month program is to equip participants from all over the world with the skills to identify and master strategies, changes and competition in an international context and to advance them personally in their careers. A maximum class size of 30 ensures an excellent learning environment between professors and students. The interdisciplinary exchange aspect is ensured by the different speciality backgrounds of the various participants.

www.whu.edu/programs/mba-program



Course and Program Particularities

Course offer

Students will be allowed to follow courses according to their academic background and program studied at their home school and can choose from almost all courses offered in all semesters of the respective study program during their exchange at WHU. 80% to 100% of the courses in the undergraduate program and 100% of the courses in the graduate programs are taught in English. Courses at WHU do not have course codes. In general, courses from a higher semester are more advanced. As the semester at WHU is divided into two quarters (please check also the section “Academic Calendar and Admission Procedure”), courses are usually only taught in one quarter but there are also some courses running through both quarters. Information about courses that have been offered during past terms and that are currently offered is available through our online course guide.

www.whu.edu/courseguide

This course guide is only an initial a reference in order to be able to discuss the course approval with your home institution. Please keep in mind that this tentative course guide is subject to change and your final course selection can only be made once your term has started at WHU.

MBA admission requirements

Master and MBA students can take courses from both the Master of Science and the full-time MBA program offered at WHU. However, please note that in order to be able to take MBA classes you must fulfill the following prerequisites:

- 1. Minimum age: 24 years
- 2. Language requirements: English as mother tongue or currently studying in an entirely English taught and examined program or TOEFL score of at least 100 points (internet-based)
- 3. In addition, Master students (non-MBA) need to show proof of two years of working experience (full-time job or full-time internships in business administration)

Special MBA Program information

MBA courses are not organized in the quarters mentioned above. They begin during different weeks and months of the term. Each course consists of 6 sessions and is usually spread over a period of two weeks, with lectures taking place for 3 to 4 hours per session (including breaks). Exams take place on different days during the term!

Language requirements

Undergraduate and graduate (non-MBA) exchange students do not need to show proof of their proficiency in English. In those cases, the selection process of our partner universities is sufficient. Graduate students (MBA, MSc) wishing to enter the MBA program, however, do need to show proof of their English proficiency (please see section “MBA admission requirements”).

Course registration

Course registration will be performed upon arrival through our intranet. There will be a special information session about this during the orientation days. You will have access to a detailed schedule of classes and exams upon arrival at WHU. It will be available in our intranet (www.my.whu.edu). You will receive your login data during the orientation days.



Workload

A regular workload for exchange students at WHU is considered to be 5 to 7 courses per semester. However, you should always discuss your choice of courses and the amount of credits/courses you need with your home university to make sure that your semester abroad will be validated back home as your home university will decide which courses are applicable to your program of study and how many courses are required for a full semester.

Class format

WHU offers different class types ranging from regular classes, running one quarter, to compact courses with a duration of just two or three full days. Depending on the individual course there are different methods of assessment (exams, papers, presentations etc.). In general a course has 24 contact hours in total which are differently scheduled within the semester e.g. a class each week, a three days compact course, a seminar-type course.

Exams

Exams will be held during the last week of each quarter. However, there may be some exceptions.

Credit transfer and ECTS

Credits at WHU are stated in ECTS credits. ECTS, the European Credit Transfer and Accumulation System, is a standard for comparing the study volume / workload and performance of students of higher education across the European Union and other collaborating European countries. The system is used to facilitate the transfer and progression of course achievements throughout the European Union. 1 ECTS credit equals 25-30 hours of overall workload, i.e. including contact hours, group work, cases, lecture and exam preparation.

Grading scheme

Grades at WHU are based on the following scale:

WHU Grading System		Definition
1.0 to 1.5	sehr gut	very good (an excellent performance)
1.6 to 2.5	gut	good (a preformance far above average)
2.6 to 3.5	befriedigend	satisfactory (a performance which meets average requirements)
3.6 to 4.0	ausreichend	sufficient (a performance which despite its deficiencies still satisfies the deficiencies)
above 4.0	nicht ausreichend	fail (a performance which no longer meets requirements due to considerable deficiencies)

Transcripts

After the term has finished and all grades have been reported to our examination office, the International Relations Office will send out the transcripts to the international office of your home institution. Please note that all courses you have registered for through our intranet will appear on your transcript including the grades you have received.

Student Life – Outside the Classroom

German language courses

German is the official language in Germany. It is also spoken in other European countries, such as Austria, Liechtenstein and Switzerland. Native German speakers make up the highest number of native speakers in the European Union and German belongs to the ten most important languages in the world. The German language is characterized by a wide range of regional accents and dialects. This variety of languages reflects the wide variety of regional cultures and habits in Germany and is a source of many jokes. However, there is the standard German (called “Hochdeutsch”) and it is spoken in many regions of Germany.

WHU offers free German classes for all exchange students. Each student will have the opportunity to take a placement test with one of our German teachers during our orientation days.

The following levels are offered and students are placed in the level according to their knowledge of German:

- Prep-Course
- Level I: Basics
- Level II: Intermediate
- Level III: Advanced
- Level IV: Proficiency

Please consider that our German courses are not separated into quarters. This means each course will have classes during the whole term and the exam will be held at the end of the term.

Methods of instruction:

- Communicative approach
- Exercises to encourage and initiate individual and independent study of German
- Individual, partner and group work

Course content:

- Studying and living in a German-speaking country
- Socio-cultural aspects
- Relating to others
- Politics, culture and literature

Course material will be given to you during the first class. At the end of the course you will take an exam. The result you obtain in this exam will also appear on your final transcript. In addition to the final transcript, on which all classes you took at WHU are listed, you will receive a special certificate showing your participation in the German class.

Preparatory classes and online courses

If you are interested in learning some German prior to your stay at WHU, you can find information regarding non-WHU German courses at the Goethe-Institut. The Goethe-Institut is Germany’s cultural institution operating worldwide.

Portal Deutsche Welle offers various free materials for learning German such as audio courses, games for your smartphone or slowly spoken news. Please find more information at the following websites:

www.goethe.de www.dw.com

German classes are also offered by the “Institut für Internationale Kommunikation” at the University of Düsseldorf.

www.iik-duesseldorf.de

Career Center

WHU’s Career Service is the point of contact between companies, students and alumni. By conducting numerous career activities for students in all programs – including exchange students – we offer occupational orientation and an exciting platform for networking with company representatives and Alumni. There are two major recruiting fairs on WHU’s annual calendar. The first, a two-day recruiting event called “Master Your Career”, takes place at the end of January of each year. The second, “Career Day”, invites students and companies to get to know each other and takes place every year in September or October.

Throughout the year, companies that support WHU get the exclusive chance to present themselves to students during an evening event. All WHU students are invited to these presentations which are usually followed by a networking dinner offering another great chance for students to network with company representatives.

Additionally, WHU’s Career Service organizes workshops, trainings such as application and interview training, or talks on various topics with external trainers, Alumni or company representatives. Annually, more than 50 companies are active at WHU – among them both long-term partners as well as new interesting businesses.

You will receive a regular newsletter informing you about all WHU career activities. It also includes internship and job offers as well as interesting news from our sponsor companies or alumni. You are also invited to contact Career Service for individual counseling, especially if you are looking for an internship or job in Germany or Europe. With our open-door policy, we offer you an easy and direct way to get in touch with us – we are looking forward to meeting you!

Your WHU Career Center Team

www.whu.edu/de/programme/career-center

Among others, WHU fosters cooperation with:

Telekom
BASF
SAP
Adidas
Henkel
McKinsey & Partner
Deutsche Bank
Lufthansa



Student Initiatives

Many of the WHU students take the time to enrich their university life by engaging in one of countless student initiatives. Be it sport, music, art, theater, the stock exchange or social commitments – campus life offers something for everybody. Barely a class leaves WHU without having added a new initiative to the list. Here are some examples:

WHU Euromasters

The international sports festival “WHU Euromasters” has been organized by WHU students since 1997 and has become the largest and most significant business school sports festival in Europe. Euromasters brings together business students from universities throughout Europe and, in addition to offering top-class sport, makes a unique contribution to the generation of student networks and contacts. On the first weekend of November every year, almost 1,000 students from top schools in Germany, Italy, Belgium, the Netherlands, the UK and Switzerland compete against one another in basketball, cheerleading, soccer, rowing, relay running and volleyball. The closing ceremony, traditionally held on a Saturday evening, is celebrated in form of a huge party following the relay race.

www.whu-euromasters.com

Theater group

The WHU student theater group has been in existence since fall 1989. Its founder was Philipp Burgtorf (Diplom class of 1993), who received acting and directing classes during a year abroad. Over the years, the amateur actors have delighted audiences with their performances, including classics by Sartre, Camus, Dürrenmatt and Shakespeare, as well as comedies by Arnold/Bach, Simons. The WHU theater group is known for the extraordinary dedication of the constantly changing members of the ensemble, great attention to detail and very different types of characters. The rewards for all this effort are regular sell-out performances and rapt audiences that are not limited to members of the WHU community, since all performances are open to the public.

WHU students help

WHU Studenten helfen e.V. (“Students Help”) was founded in fall 2004. The aim of this initiative is to put social commitment into effect in form of real-life projects. This should establish a basis from which the activities can be sustained in the long-term and to motivate future classes to instigate their own diverse aid projects. The budding initiative’s first project is to help equip a gynecological clinic in Herat, Afghanistan. In late May 2005, eight WHU students flew to Afghanistan in order to personally deliver three sea containers packed full of medical supplies and to ensure that the medical devices could be put to good use.

www.whush.de

Confluentes

Confluentes e.V. is the students’ consultancy at WHU – Otto Beisheim School of Management. It aims at providing businesses with the expertise and capacities of WHU’s Bachelor, Master and Ph.D. students. Since 1994, Confluentes conducts projects covering the whole value chain, developing efficient and effective solutions. Currently, about 400 students from all programs engage in approximately 70 projects per year and across all sectors, ranging from family business to DAX companies (stock index of Germany’s largest firms). Thereby, students can contribute theoretical knowledge from their studies and leverage experience from internships to further develop their practical skills. In addition, close cooperation with chairs and research centers as well as with WHU’s alumni network contributes towards a close symbiosis of science and praxis. Of course, your work on a project will be remunerated. Furthermore, all profits raised by these projects benefit the university and its direct environment.

www.confluentes.de

Conferences

WHU has a very active student body which is not only involved in student initiatives but also in organizing and conducting international topclass conferences in different fields such as Campus for Finance,

www.campus-for-finance.com/

For information about other student activities and initiatives, please have a look at the following website:
www.whu.edu/programs/student-life/whu-student-clubs/

Sports

Germany is a sporting country and a lover of the outdoors, so sports fans can find plenty to keep them occupied in Düsseldorf. With numerous sports clubs, swimming pools, and running routes, there’s no end to activities on offer. For those interested in watching sports events, the city has its own ice hockey and football teams who are always happy to welcome more fans! Furthermore, our WHU staff members and students usually participate in the annual company run (B2Run) in Düsseldorf.

Cultural Activities

Like many other German cities, Düsseldorf is home to a plethora of museums, theatres, art galleries and concert halls. Visitors can enjoy walking along the Rhine embankment, visit the city hall, or even take a seat at an open-air cinema during summer. Annual events in the city include Germany’s biggest jazz festival, the diverse Open Source Festival and, as the home of over 7000 Japanese nationals, Japan Day in May.



Academic Calendar and Admission Procedure

Academic Calendar

The MBA exchange program at WHU is very flexible.

Due to the modular course structure, the start date is completely flexible and just depends on the courses that you choose. Courses are offered all year around, except in August.

Exact dates can be found at:
www.whu.edu/academiccalendar

Admission Procedure

If you are interested in studying at WHU, please contact the international office at your home university as you have to be selected and officially nominated by your school. Once we have received the official nomination from your home university, you will be provided with further information about our online application system from our exchange coordinators. After submitting a complete application, you will then receive an information package and your letter of acceptance, opening the doors to Germany.

Admission Deadlines

Fall semester and full academic year: June 1st
Spring semester: October 1st

Healthcare and Visa/Residence Permit Requirements

German Healthcare System

The German healthcare system has the reputation of being one of the best in the world. There is an extensive network of hospitals and doctors covering even the remotest areas of Germany. Medical facilities are equipped with the latest technology and the national health insurance system provides nearly full coverage for most medical treatments and medicines. Almost everybody in Germany has access to this system, irrespective of income or social status. The downside is that medical costs are high. Health care costs – for doctors, hospital stays and even medicine – are among the most expensive in the world. Any type of health care in state or private hospitals in Germany has to be paid by you or your health insurance!

When living in Germany, it is therefore extremely important to have an adequate health insurance, as a serious illness may otherwise cause huge medical expenses for you. For exchange students in Germany, health insurance with full coverage for sickness, emergencies and all medical expenses is absolutely mandatory. Therefore, you will have to provide proof of health insurance upon your arrival at WHU. It has to cover the following aspects to be acknowledged:

- The period of time: coverage of the whole stay in Germany.
- The region: Overseas, Europe and Germany have to be covered.
- Emergencies have to be covered.
- All medical expenses have to be covered.

There is an agreement for European Union citizens which guarantees free medical treatment in Germany. This means, European citizens who are travelling or living within the European Union receive a European Health Insurance Card from their home health insurance company, which simplifies the procedure when receiving medical assistance during their stay in a Member State. The European Health Insurance Card replaces the forms E111, E111B, E128 and E119.

Non-EU citizens need a sufficient health insurance as well. If you are no older than 30 years, you can decide whether to acquire a health insurance with full coverage in your home country (see above-mentioned aspects) or obtain it from the a provider of your choice upon arrival in Germany. You must apply for it as soon as you get to Germany. The cost for students is approximately 60 Euros per month.

If you are over 30 years of age, a health insurance via a German insurance company is not possible. Therefore, you definitely need to acquire a health insurance covering the above-mentioned necessary aspects in your home country.

Visa

Depending on your nationality, you might need a visa and a residence permit in order to be able to study in Germany. Please take care of visa matters as early as possible in order to be able to start your term abroad without any problems. As you have to apply for the visa from your home country (or country of residence), we suggest to start this process at least about two months prior to your departure from your home country. Please always contact or visit the website of your local German Consulate to find out if you need a visa prior to your trip to Germany/Europe. You can also check the website of the German Federal Foreign Office

<https://www.auswaertiges-amt.de/en>

EU citizens and students from some other nationalities (for example from Australia, Israel, Japan, Canada, Republic of Korea, New Zealand and the USA) do not need a visa prior to entering Germany. So, just pack your suitcase, book a flight and come to Germany!

Those who do need a visa (for example students from China, India, Thailand and Turkey) must apply in their home country as visas are never issued in Germany! For your visa application you will need the letter of acceptance (“Immatrikulationsbescheinigung”) from WHU, which you will receive after your application has been processed, as well as some other documents (please ask at your local German Consulate for more information or check the mentioned website).



Residence Permit

All non-EU and non-European Economic Community citizens who want to stay in Germany for longer than 90 days must officially obtain a residence permit after entering Germany – except for the ones that already have a visa that covers their whole stay in Germany. If you apply for a residence permit for longer than four months, you will need a so called “electronic residence permit”. The International Relations Office will assist you in this matter and will inform you in detail during the orientation days about the process. In order to save time, we kindly ask you and strongly suggest that you gather the required documents before you leave your home country.

You need to gather the following documents:

- Completed Residence Permit Application Form - available at WHU
- One biometric passport-sized photo (original, no copy or print out)
- Valid passport photocopy just the page with the photo and personal data
- Photocopy of your registration form received from Local Authorities / Town Hall
- Photocopy of WHU acceptance letter (Immatrikulationsbescheinigung)
- Photocopy (or print out) in English or German about proof of sufficient funds
- Photocopy of proof of valid health insurance in English or German

Getting Settled – Practical Information

Weather

Germany is situated between the West Winds of the Atlantic Ocean and the continental climate of the South. There is rainfall in every season. During the winter, temperatures can drop to between 5°C (41.0°F) and -10°C (14.0°F). The summer temperatures range between 18°C (64.4°F) and 30°C (86.0°F). So bear in mind to pack appropriately for your semester abroad at WHU. And don't forget your umbrella! :)

Electricity

In Germany all electrical outlet points are designed for 220 volt, 50 HZ, AC and two-prong plugs. Any adapters you may need can be bought in electronics shops.

Credit cards

All the major international credits cards – MasterCard, Visa and American Express – are more and more accepted, especially at major hotels, petrol stations and department stores. However, don't assume that you'll be able to use your card to pay for meals but inquire first. ATMs are ubiquitous throughout Germany and you should have no problem accessing your credit or debit account back home. Foreign currency, including traveller cheques, can be exchanged at banks and special exchange shops in large towns.

Gratuities

Although gratuities are included to a certain amount in the bill, customers are expected to tip for good service (1-2 Euros).

Internet and computer facilities

You have full access to all WHU computer facilities and Wi-Fi is provided all over campus.

Drinking tap water

In Germany, the tap water has an excellent quality and is generally safe to drink. However, it is not common to order tap water in the restaurant.

Transferring money

In Germany the common ways to transfer money are transfers (“Überweisung”), standing orders (“Dauerauftrag”) and direct debits (“Lastschrift”). It is very uncommon to write out a check to pay for your rent for example. Transfers are used to send money from one bank account to another. You can either fill in a transfer form at your bank (paper form or electronic) or via online banking.

Standing orders are used for regular payments of the same amount such as rent. After you have set up a standing order, the amount is deducted automatically from you account on the fixed date. For recurring sums that vary in size, e.g. telephone bills, it is common to use the direct debit method. After you have given the recipient of the money the approval to deduct the money from your account, the money will be drawn automatically from your account. If you do not wish to use direct debit anymore, you can cancel it at any time. In case of incorrect payment you can always countermand the payment to get your money back.

Currency

Since 2002 the official currency used in Germany (and 16 other European countries) is Euro (€). It is issued in coins of 1, 2, 5, 10, 20 and 50 cent or 1 and 2 Euros and bills of 5, 10, 20, 50, 100, 200 and 500 Euros.

Food

Germany is a traditional meat-and-potatoes country. However, you will find a wide range of international restaurants with all styles of food beside this traditional cooking. A classical German breakfast includes rolls, jam, cheese, cold meats, chocolate spreads, honey, hard-boiled egg and coffee or tea. Beer is the national beverage and it is one cultural phenomenon that must be adequately explored. The beer is excellent and relatively cheap. Each region and brewery produces beer with a distinctive taste and body.

Shopping

In larger cities most stores are open from 10.00 a.m. to 8:00 p.m. from Monday to Saturday. In smaller cities stores close around 6:00 p.m. On Sundays, all shops are closed. Only certain bakeries are open in the morning.

Telephone/cell phone

As landlines are becoming less common, the most convenient way for you to communicate is via your smartphone. You can easily buy a prepaid sim card from a German provider in the local super markets, gas stations or post office. Usually you still need to register your card online in order to activate it. When your credit starts to run out simply re-charge your account by topping up your sim card.

To get a mobile subscription you need to sign a contract with a provider. However, mobile subscriptions usually have a minimum duration of two years and the provider will obtain a General Credit Protection Agency disclosure from you. As WiFi is ubiquitous at WHU and in the student accommodations, you can easily communicate with your family and friends back home via Skype or WhatsApp.

Pre-Departure Checklist

Essentials:

- Letter of acceptance from WHU
- Proof of health insurance
- Passport or other identification document
- Plane tickets and flight information
- Originals and copies from all travel documents
- Credit Card
- Local currency (Euros)
- Residence permit application documents (see emails from the International Relations Office)

Miscellaneous:

- Camera
- Laptop
- Adapter (In Germany two round pin plugs are used and the voltage is 220V/50 Hz)
- Clothes for warm and cold weather
- Umbrella
- Medication (if needed)
- Business casual clothes for class presentations and company visits
- Extra pair of glasses or contact lenses
- Tourist guide
- Addresses and photos of family and friends
- Journal
- Backpack
- Charger

Public holidays

Public holiday	2021	2022
New Year's Day	January 1st	January 1st
Good Friday	April 2nd	April 15th
Easter Monday	April 5th	April 18th
Labor Day	May 1st	May 1st
Ascension Day	May 13th	May 26th
Pentecost	May 24th	June 6th
Corpus Christi	June 3rd	June 16th
German Unification Day	October 3rd	October 3rd
All Saint's Day	November 1st	November 1st
Christmas Day	December 25th	December 25th
Boxing Day	December 26th	December 26th

Cost of Living in Germany

As a Tauschie you will not have to pay tuition fees at WHU, but you will be required to pay for books, copying, printing and other materials you need for your courses. With respect to the cost of living, Germany lies within the EU average and is therefore not excessively expensive. We estimate that your living costs will be between € 800 and € 1.200 per month. Your budget will mostly depend on your accomodation and how you spend your free time.

Example of an exchange student's monthly budget:

- Accommodation: between 335 € and 600 €
- Phone card: 30 €
- Food: 200 € per month
- Laundry: 20 €
- Copies: 20 €
- Semester Ticket: ~30 €
- Health insurance: mandatory for medical expenses and emergencies (approx. 100 € if acquired in Germany)
- Miscellaneous (leisure activities): 300 €

Getting Around – Transportation

Beside walking or cycling, getting around is very easy using public transport (bus or trains) as Germany has one of the best public transport systems in the world.

Semester Ticket

At the beginning of the semester, Tauschies receive a semester ticket for public transportation (NRW-Ticket), which can be used for both bus and train transportation in North-Rhine Westphalia.

Services and Support

Airplane

The short distances between countries and the very well developed route network in Germany and Europe makes travelling by plane very easy and comfortable. Since the early 90s, low-cost carriers have become more and more common all over Europe and enjoy great popularity especially among young adults and students. There are several international airports close to Vallendar which can be reached quite easily. Frankfurt International and Frankfurt Hahn as well as Cologne/Bonn are the closest ones, but Duesseldorf is also easy to reach.

Some of the most common low-cost airlines are:

– Ryan-Air
(departing from Frankfurt Hahn)
www.ryanair.de

– Eurowings
(departing from Cologne/Bonn)
www.eurowings.de

– EasyJet
(departing from Cologne/Bonn)
www.easyjet.de

Closest international airports:

– Frankfurt International Airport (FRA)
www.frankfurt-airport.com

– Cologne/Bonn Airport (CGN)
www.airport-cgn.de

– Düsseldorf Airport
<https://www2.dus.com/en>

Bike

In Germany it is quite common to ride a bike to get around and the flat landscape around Düsseldorf and the short distances invite to ride a bike. You can either buy a bike in a local bike store, from fellow students or from ads in the local newspaper. Alternatively you can rent a bike from a bike rental shop in Düsseldorf. On weekends and public holidays reservation is recommended.

Library Vallendar

WHU has a modern library with a current stock of around 45,000 books (including more than 4,800 e-Books), approximately 200 journals in print and more than 62,000 online journals. About two thirds of the journals are in English. In addition, there are journals in other languages. The library and the reading room are available to every student 24 hours a day, including weekends. Books from the reserve-book-collection are not lendable. They have a coloured dot on their back. You are only allowed to read these books in the reading room. All other books can be borrowed and returned at the counter or by using the self-issue machines. The library team is available to assist you during the following hours: Monday through Thursday: 7:30 a.m. to 7:00 p.m., Friday: 7:30 a.m. to 4:00 p.m.

Student lounge

There is a common open space hall near the reception. Apart from this, there is a furnished terrace, where students can enjoy their free time outside.



Short Dictionary – German Survival Phrases

Numbers

eins	zwei	drei	vier	fünf
one	two	three	four	five
sechs	sieben	acht	neun	zehn
six	seven	eight	nine	ten
Guten Abend	Good evening			
Guten Tag	Good day/ Good afternoon/ Hello			
Wie geht es Ihnen?	How are you?			
Entschuldigen Sie bitte	Excuse me			
Danke	Thank you			
Ich heiße...	My name is...			
Könnten Sie etwas langsamer sprechen?	Could you speak more slowly, please?			

Restaurant	
Können Sie mir ein Restaurant empfehlen?	Can you recommend a restaurant?
einen Tisch reservieren	to book a table
Die Rechnung bitte!	The bill, please!
Die Speisekarte bitte!	The menu, please!
Ich möchte zahlen	Can I have the bill, please?
Ein Bier bitte	Can I have a beer, please?

Public transport	
Wo ist der Bahnhof?	Where is the railway station?
Wo ist die nächste Bushaltestelle nach...?	Where is the nearest bus stop to....?
Wann kommt der Bus in ... an?	When does the bus reach....?
Zug	train
Taxi	cab/taxi
Bus	bus
Ist hier eine öffentliche Toilette?	Is there a public restroom nearby?

Wie teuer ist...?	How much is...?
Wo finde ich einen Arzt?	Where can I find a doctor?
Wo ist das nächste Krankenhaus?	Where is the nearest hospital?
Wo finde ich den nächsten Supermarkt?	Where is the next supermarket?
Ist hier ein Geldautomat in der Nähe?	Is there an ATM nearby?
Ich suche den Waschsalon.	I am looking for a Laundromat.
Wo ist die nächste Telefonzelle?	Where is the nearest phone booth?
Wo kann ich eine Telefonkarte kaufen?	Where can I buy a phone card?
Eine Telefonkarte bitte!	A phone card, please!
eine Postkarte schreiben	to write a postcard
einen Brief schreiben	to write a letter
eine Briefmarke	a stamp
Was kostet die Fahrt?	What's the fare?
Was kostet...?	What's the price for...?

Online Dictionary

You will find a good online-dictionary at www.dict.cc



FAQs – Frequently Asked Questions

How do I apply for an exchange semester at WHU?

If you are interested in studying at WHU, please contact the international office at your home university as you have to be officially nominated by your school. After this you will receive information on WHU's online application system from us.

When can I start my MBA Exchange Program?

You can start your MBA exchange anytime throughout the semester.

Can I also participate in the program for a few weeks?

You can stay for as little as a few weeks, a full semester or anywhere in between. The time you spend at WHU depends on the courses you select.

Can I already get in touch with other exchange students before my arrival?

Yes. The perfect people to answer all your questions and give hands-on advice are our Study Abroad Ambassadors. All our ambassadors have spent one to two semesters at WHU or are WHU students who are engaged in our student initiative VIP (Vallendar Integration Program), which is responsible for the integration into the WHU student community. To get in touch with them just visit our website and get in touch with them via email.

I am unable to arrive when the semester begins, is it a problem to arrive later?

Contact the respective exchange coordinator at WHU to inform them about your late arrival. Remember to read all information on our website carefully, since you will miss the orientation days.

Do I need to fulfill any language requirements?

BSc and MSc exchange students do not need to show proof of their proficiency in English. In those cases the selection process of our partner universities is sufficient. MBA students and MSc students wishing to join the MBA program at WHU need to show proof of their English proficiency (please see the information about MBA admission requirements in the section "Academics").

What are the application deadlines?

For the fall semester the deadline is the 1st of June (in the same year) and for the spring semester the 1st of October (of the previous year).

Are there any German language classes?

WHU offers free intensive German courses running throughout the semester.

Where can I find information about courses?

Information about courses can be found in our online course guide at:

www.whu.edu/courseguide

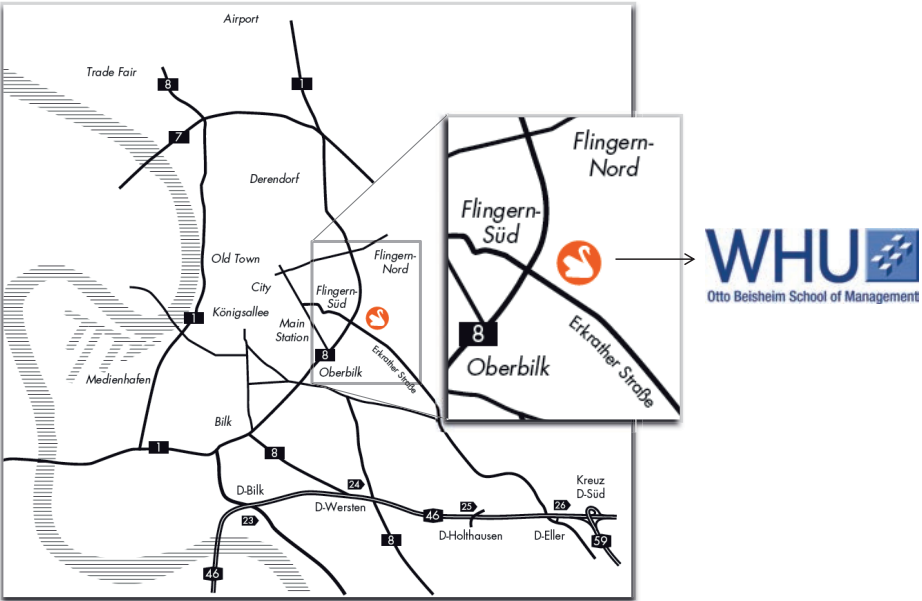
Do I have to speak German to come to WHU on exchange?

No. 80-100 % of the courses in the undergraduate program and 100% of the courses in the graduate programs are taught in English.

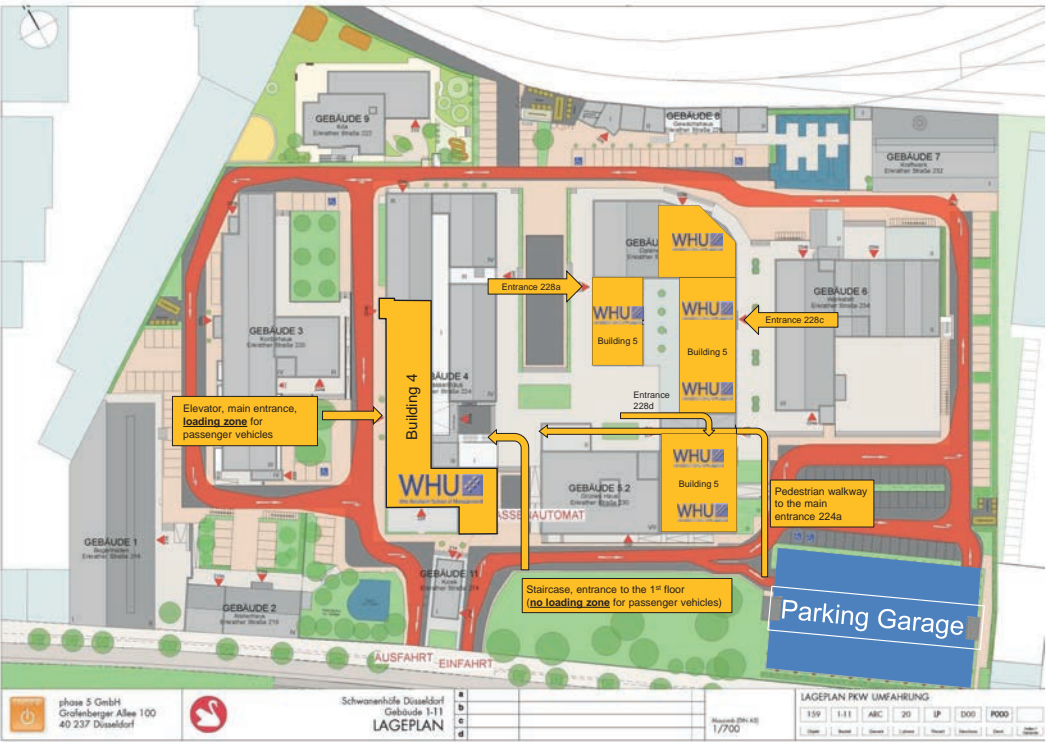
Do I need a Visa and/or Residence Permit?

Please see the detailed information on Visa and Residence Permits on p. 25.

Maps



Campus Düsseldorf: Erkrather Str. 224a
40233 Düsseldorf
Germany



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Please send any feedback to the International Relations Office, WHU – Otto Beisheim School of Management (ir@whu.edu).





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