EBS BUSINESS SCHOOL FACT SHEET 2020/21

Erasmus Code: **D OESTRIC 01**

1. Contacts

International Programmes

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2. Semester Dates

Fall Term 2020 (tentative)

Expected arrival date on campus:	**no later than 26 August 2020** **For Master Dual Degree students: No later than 23 August**
17 - 25 August 2020:	**Study Skills in German:** intensive German language course Participation is free of charge for exchange students and highly recommended.
27 & 28 August 2020:	**Orientation Days (mandatory for all new exchange students)**
31 August 2020:	**lectures begin**
18 December 2020:	**end of exams and lectures ***

Spring Term 2021 (tentative)

Expected arrival date on campus:	**no earlier than 03 January 2021** **no later than one day before the Orientation Days start**
04 - 12 January 2021:	**Study Skills in German:** intensive German language course Participation is free of charge for exchange students and highly recommended.
14 & 15 January 2021:	**Orientation Days (mandatory for all new exchange students)**
18 January 2021:	**lectures begin**
07 May 2021:	**end of exams for Master and MBA students ***
07 May 2021:	**end of exams for Bachelor students ***

*** Important note regarding exams:**

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

3. Application for 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 (see table below).

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).

Please take note of the following nomination deadlines:
for fall term: **15 April**
for spring term: **20 September**

Step 2: Nominated exchange students will receive an email from EBS International Programmes Office with details on the online application procedure and login data within 2-3 working days.

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

1. **current CV** or resume
2. **latest official university transcript** (no screenshots)
3. proof of **health insurance** valid in Germany/Europe for the entire stay at EBS
   - EU-students: copy of valid European Health Insurance Card
   - Non-EU-students: proof of full health coverage for entire stay in Germany (please see page 5)
4. Documents "**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, scan, upload)
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**:

	Undergraduate level	**Graduate level**	**Master Dual Degree**
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

7. 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
8. for **Master Dual Degree** students only:
   - a valid and official **GMAT score**
   - a **list of Master courses** the student has already attended/is currently attending + detailed course descriptions of each course

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

for fall term: **01 May**
for spring term: **01 October**

4. Visa and Immigration

All exchange students are required to investigate in advance whether they need a visa to study in Germany or not. The following website is useful to get to know everything about the visa process: https://www.auswaertiges-amt.de/en/einreiseundaufenthalt

Students should contact the nearest German embassy or consulate in their home country in this matter. Also, the International Programmes Team at EBS can offer general advice. EBS visa guides are available on the following website: https://www.ebs.edu/en/international-students-office

If a visa is required, the student should calculate at least 8-12 weeks' time to apply for it.

EBS has no possibility to speed up the visa process if a student applies for the visa too late. Students are supposed to be on campus in time for the obligatory orientation days. If they do not receive their visa in time, they will not be able to attend EBS.

If a Non-EU student enters with a 90 days-visa or enters with a passport which allows him/her to stay for 90 days, the student needs to apply for a German residence permit after arrival. EBS International Office will give a mandatory info-session to these students at the beginning of the semester. Students should apply for the residence permit at least 10 weeks before expiry of their visa/90 days if possible.

Non-EU students should be aware that in order to apply for a visa/residence permit successfully, they need to show proof of 853 EUR for every month of their stay in the Schengen Area.

5. Housing

We do not offer on-campus housing.

For more and further information about housing, please see the housing webpage (https://www.ebs.edu/en/housing-service).

Approximate Living Costs (in local currency):

Total:	from € 853 - € 1000 per month
Accommodation:	€ 350 - € 550 per month
Food:	€ 200 per month
Books and classroom materials:	max € 50 per course
Transportation:	semester ticket for public transport in the area; € 127,01 per semester; mandatory for every student of EBS

Germans love to pay in cash! Please bring enough money. You must pay the semester ticket in cash for example. You also can just pay in cash at our canteen.

6. Arrival Service

Arrival information will be sent to the students in due time. Arrival on campus is expected one day before the start of the German Intensive Course OR one day before the mandatory Orientation Days.

7. Health Insurance



European Health Insurance Card

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.

An accidents and travel insurance has to be contracted to complement the EHIC. Please note that the EHIC does not cover neither accidents nor any private healthcare or costs such as a return flight to your home country or lost/stolen property. Moreover, the EHIC does not cover your costs if you are traveling for the express purpose of obtaining medical treatment.

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 purchasing 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. 110 EUR per month).

Barmer insurance and TK insurance offer a convenient service via email in English:

- ***Barmer****: contact Ivonne Schwarz:* Ivonne.Schwarz@barmer.de *or +49 (0) 800 333004 303-720*
- ***TK****: contact Mr.* Nikolaos Nakas: nikolaos.nakas@tk.de or +49 (0)40 460 65 10 83 53
- *further public insurance providers in our area are AOK (www.aok.de) or DAK (www.dak.de)*

A travel insurance and liability insurance has to be contracted to complement the public German insurance!
(civil liability and death and repatriation is not covered with the public health insurance)

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. Also, the immigration offices only accept insurance documents issued in either German or English!

If you 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 Travel Health Insurance**: www.caremed-travelinsurance.com

- **HanseMerkur:** https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html

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.

Class format:	lectures and seminars
Grading:	participation, written, oral
Attendance and participation:	mandatory
Full load for one semester:	30 ECTS (for Erasmus students) + 1 language course
Recommended course load per semester:	minimum 20 ECTS and maximum 30 ECTS + 1 language course
Language of instruction:	more than 90% of courses at Bachelor level in English. Master programme is 100% in English. MBA programme is 100% in English.

Course schedules for fall terms will be fixed in August, schedules for spring terms will be fixed in January. Courses are similar in each fall and spring term. Students can check the course catalogues from previous semesters on the website (https://www.ebs.edu/en/international-students-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 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 Funda-mentals & 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.

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, at the earliest from February (fall terms) or July (spring terms), the official transcript of grades for each student will be sent to the International Office of the home institution.

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,
- an EBS student organization, which helps to integrate the exchange students at EBS.

All information as of 09 December 2019