



International Office

KLU Fact Sheet 2019

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D HAMBURG19

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<https://www.the-klu.org/university-services/international-office/>

Department Heads

Head of Management Department

Prof. Dr. Niels Van Quaquebeke

Head of Logistics Department

Prof. Dr. Kai Hoberg

Academic calendar

**Lecture period – Fall Semester '19
(enrollment period 1 Sept – 31 Dec)**

2 September – 20 December 2019
(incl. welcome week and exam week)

**Lecture period – Spring Semester '20
(enrollment period 1 Jan – 31 May)**

10 January – 15 May 2020
(incl. welcome day and exam week)

Exception: 6th semester of our Bachelor – ends mid-March – exchange students can choose the 2nd semester courses and the German course

Book your flights only after the last day of the official lecture period which incl. the WHOLE exam week – exams may take place on the very last days of the exam week!

Even if your exam date(s) have been announced - changes might occur!

Fall semester nomination deadline:

30 April

Spring semester nomination deadline:

30 September

TUITION FEES

Tuition fees are waived for students with a signed reciprocal student exchange agreement who have been formally nominated by their home university. All other students, the “free movers,” are required to pay the tuition fees per KLU semester.

WELCOME WEEK

We will invite you to attend the mandatory KLU welcome week, where you will receive a welcome package containing information on KLU and Hamburg, health insurance, public transportation ticket, the KLU student ID and key card, and much more. A campus tour will be organized for incoming students.

EXPECTED ARRIVAL DATE

At the latest: The day before the Welcome Week (fall semester) / Welcome Day (spring semester).

NOMINATION PROCEDURE

Nomination deadline:

Fall semester (Sept - Dec): **April 30th**

Spring semester (Jan - May): **Sept 30th**

Exchange students have to be **nominated online in our system “Mobility Online” by their home university**. A link will be sent to the International Offices in due time every semester.

REGISTRATION PROCEDURE – online via “Mobility Online”

Registration deadline (also for free mover)

incl. course selection:

Fall semester (Sept - Dec): **May 31st**

Spring semester (Jan - May): **Oct 31st**

The **registration link** for our online system “Mobility Online” will be sent to the nominated students by the KLU’s International Office.

We do not need any hard copies of your documents sent by regular mail!

Registration documents (**PDF- or Word-files**):

1. One copy of your first-degree certificate, including your grade point average, usually in the field of business or economics from a

recognized university or college (only graduate students)

2. One copy of your high school diploma (only undergraduate students)

3. One copy of your complete university transcript (semester mark sheets), listing the subjects and grades; this document must contain an explanation of the grading system (maximum grade, minimum passing grade).

We expect incoming exchange students at KLU to have good academic skills. The workload at KLU is high and professors expect active participation in class.

6. One copy of TOEFL or IELTS score or ERASMUS language proficiency form or Language Certificate from your home university clearly indicating your English language level (not older than 2 years)

7. A passport-size photo (business look, we will use the photos in our student overviews ☺)

All documents need to be in either English or German!

Please be aware that if you are a non-native English speaker you will need to proof your proficiency in English:

- TOEFL (90 points) or
- IELTS (band 6.5) or
- C1 for the ERASMUS language proficiency according to the Common European Framework of Reference for Languages (CEFR) or
- Language Certificate from your home university (subject to individual confirmation by KLU’s International Office).

We don’t require German language skills.

Moodle

The information relevant for the students, ranging from the updates of the schedules, the course descriptions, the examination process, the library online access and much more are available on Moodle. Once the exchange students are registered they will receive an email to their KLU email address containing the login credentials for those systems. **Please check them on a regular basis.**

WIFI and BRING YOUR OWN DEVICE

There is free WiFi access on KLU campus. KLU does not have PC workstations for students (except for research in the library). Therefore, we kindly ask you to bring your own device.

HEALTH INSURANCE

In Germany all students are subject to compulsory health insurance.

A proof of adequate health insurance cover is essential and required for enrollment at university as well as for getting a residence permit.

Interims period of travel

For the interims period of travel and enrollment at the KLU, you are strongly advised to purchase full medical travel insurance that will cover you through the first weeks of your stay in Germany.

Please check with the German embassy in your home country which insurance they recognize for the interims period of your travel and your visa application.

Students from the EU, including Norway

There is an EU agreement which guarantees free medical treatment for EU citizens, including Norway, in Germany. Therefore, students from these countries should contact the health department in their home country in order to obtain a European Health Insurance Card (which replaces E111 (B), E110, E119 and E128). It is imperative that your health insurance is valid for the whole period of studies; otherwise, please make sure that you are able to renew your insurance from Germany before its expiry date. If you are not covered by statutory health insurance, you must submit confirmation that your stay in Germany will be covered by private health insurance.

Students from other countries

Students from other countries that have an agreement with Germany regarding social security, including an insurance clause, can continue to be insured in their home countries. In order to be exempt from German health insurance you will need a confirmation from a local health insurance agency.

All other students

Students from other countries that don't have an agreement with Germany regarding health insurance are required by law to take out a German student health insurance on arrival. **All international students below the age of 30 have to opt for statutory health insurance in order to be able to apply for residence permit in Germany.**

It is only possible to enroll for the full semester, e.g. September – December/ January – May; and you need to be **insured for the full semester.**

Expect to pay around 90 €/month for the statutory health insurance in Germany!

VISA

In accordance with international treaties and agreements, Germany does not require a visa from citizens of the EU, Australia, Japan, Canada, Israel, New Zealand, USA, Switzerland, Honduras, Monaco, Norway, and San Marino. Citizens of all other nations have to obtain a visa to study in Germany. However, there are different kinds of visas and you have to pay attention as not every type of visa is applicable. There are two kinds of visas:

Student applicant visa: a visa for applicants for a place to study, valid before university confirmation of acceptance for a maximum of three months. Directly after admission, the student applicant visa has to be converted into a student visa.

Student visa: The duration of a student visa is dependent on your available funds to cover your living cost in Germany. In order to receive it, the candidate has to present the official letter of admission of KLU as well as other documents. One of the most important documents is proof of sufficient financial funding to finance the candidate's stay in Germany for at least the period of the exchange program. Please contact the German diplomatic representation in your home country for more details concerning the application requirements and procedure. It may be advisable to start the visa application process before receiving the admission from KLU as, in some cases, students have to wait for three or more months before getting final confirmation.

Please note that a tourist visa CANNOT be converted into a student visa. Therefore, do not apply for such a visa if you want to do an exchange program with the Kühne Logistics University.

If you intend to enter Germany more than once (e.g. after travelling), we recommend that you get a „multiple entry visa“.

LIABILITY INSURANCE

A personal liability insurance is advantageous to both the insured and the damaged parties. On the one hand, it protects the wealth of the insured person against liability claims; on the other hand, it guarantees that the third party will still receive due compensation, even if the financial situation of the person to blame cannot pay.

- A third-party insurance can cover any personal injury or property damage that you might accidentally cause.
- It is therefore strongly advisable to take out a (family) third-party insurance ("Haftpflichtversicherung") for the duration of your stay (note that parents are liable for their children!). The costs for this insurance policy are fairly low and can range between € 40-100 per year. Conditions are usually similar between providers.

- When damage is due to severe negligence of your part, payments may be reduced or even refused.
- Before taking out a German private liability insurance, you should check if you already have one that is valid internationally.

LIVING COSTS

Students' requirements may vary significantly depending on choice of housing, living or travel expenses. Estimated expenses for a single person **per semester** in Euro:

- Health insurance (up to 30 years of age) 360,- €
- Liability insurance (optional) 20,-€
- Housing / accommodation 2,000,-€
- Food, clothing, textbooks, misc. 1,600,-€
- 50,- € for the KLU **semester public transportation ticket (mandatory)**

Total: **min. 4,200,- €**

<https://www.expatistan.com/cost-of-living>

HOUSING

The general housing situation in Hamburg is quite tough. Thus, you should arrange your accommodation for your time at KLU as soon as possible.

Student dorms in Hamburg-Rahlstedt (temporary)

KLU has a limited number of rooms in a student dorm in Hamburg-Rahlstedt. These rooms are reserved for four months for exchange students at KLU. Only a limited number of rooms are available.

Address: Sieker Landstraße 37, 22143 Hamburg (pl. check Google maps)

The rooms are furnished and range from 11 to 22 sqm. All rooms have internet and TV connection. You can reach the dorm by public transport (trainline R10 to Rahlstedt / bus no. 462 to Heckende).

Please contact the KLU Student Services studentservices@the-klu.org if you have questions concerning the housing, visa, or health insurance. <https://www.the-klu.org/university-services/student-services/>

STUDY PROGRAMS

KLU offers the following programs:

- Bachelor of Science in Management (valid until spring 2020)
- Bachelor of Science in Business Administration (valid from 2018)
- Master of Science in Management
- Master of Science in Global Logistics

<https://www.the-klu.org/degree-programs/choose-your-program/>

For exchange students, there are NO MANDATORY courses at KLU.

LANGUAGE OF INSTRUCTION

All courses are taught in English.

COURSE LIST

B.Sc. Business Administration (6 ECTS credit points per course)

Semester I (Sept – Dec)

- Fundamentals of Management and Strategy
- Mathematics for Business and Economics
- Fundamentals of Accounting
- Logistics & SCM Fundamentals

Semester II (Jan – May)

- Statistics
- Marketing
- Microeconomics
- Language I
- Data Management
- Human Resource Management
- Fundamentals of MIS

Semester III (Sept – Dec)

- International Business Law
- Corporate Finance
- Macroeconomics
- Language II
- Empirical Research Methods
- Programming with Python
- Management Science

Semester IV (Jan – May)

No courses available because all KLU students are abroad - exchange students choose from 6th semester, 1st quarter or 2nd semester

B.Sc. Management (valid until spring '20) (6 ECTS credit points per course)

Semester V (Sept – Dec)

- Ethics
- Business Strategy

- Intercultural Communication & Management
- Seminar in Management
- Consumer Behavior
- Seminar in Logistics & SCM
- Supply Chain Strategy

Semester VI (Jan – March)

- Business Game*
- International Financial Accounting
- Innovation & New Business Ventures
- International Finance
- Sustainable Supply Chains
- Logistics Operations

* pass/fail course, no individual grades

Additionally, for bachelor students we offer **language courses** (9 ECTS, different languages and levels).

* pass/fail course, no individual grades

M.Sc. Management (5 ECTS credit points per course)

Semester I (Sept – Dec)

- Economics of Business Strategy
- Leadership & Organizational Behavior
- Financial Performance Management and Management Control
- Business Logistics & Supply Chain Management
- Business Analytics and Econometrics

1 out of 4 - two courses, can only be chosen in this combination:

- Project Management/Quality Management (5 ECTS)*
- Business Ethics/Intercultural Skills (5 ECTS)*
- Conflict Management/ Negotiations (5 ECTS)*
- SAP Laboratory/Programming (5 ECTS)*

* pass/fail courses, no individual grades

Semester II (Jan – May)

- Financial Performance Management & Management Control
- Selected Topics in Finance
- New Product Development & Pricing
- Value-based Marketing
- High Performance Human Resources
- Corporate Social Responsibility
- Humanitarian Logistics
- Sustainable Logistics
- Economics of Digital Transformation

Semester III (Sept – Dec)

- Capstone Project (10 ECTS)
- Electronic Business
- Strategic Issues in Supply Chain Management

1 out of 4 - two courses, can only be chosen in this combination:

- Project Management/Quality Management (5 ECTS)*
- Business Ethics/Intercultural Skills (5 ECTS)*
- Conflict Management/ Negotiations (5 ECTS)*
- SAP Laboratory/Programming (5 ECTS)*
- * pass/fail courses, no individual grades

Semester IV (Jan – May)

- Applied Research Methods

M.Sc. Global Logistics (5 ECTS credit points per course)

Semester I (Sept – Dec)

- Business Logistics & Supply Chain Management
- Analytical Methods in Logistics & Supply Chain Management
- Business Analytics & Econometrics
- Strategic Issues in Supply Chain Management
- Financial Performance Management and Management Control
- Leadership & Organizational Behavior

1 out of 4 - two courses, can only be chosen in this combination:

- Project Management/Quality Management (5 ECTS)*
- Business Ethics/Intercultural Skills (5 ECTS)*
- Conflict Management/ Negotiations (5 ECTS)*
- SAP Laboratory/Programming (5 ECTS)*
- * pass/fail courses, no individual grades

Semester II (Jan – May)

- Logistics Information System
- Transportation & Distribution
- Sourcing and Procurement Management
- Revenue Management and Service Operations
- Port Management
- Maritime Logistics
- Humanitarian Logistics
- Sustainable Logistics
- Managing Supply Chain Complexity
- Corporate Valuation
- Data Science
- International Economics
- Economics of Digital Transformation

Semester III (Sept – Dec)

- Capstone Project (10 ECTS)
- Advanced Supply Chain Management
- Advanced Topics in Logistics

1 out of 4 - two courses, can only be chosen in this combination:

- Project Management/Quality Management (5 ECTS)*
- Business Ethics/Intercultural Skills (5 ECTS)*
- Conflict Management/ Negotiations (5 ECTS)*

- SAP Laboratory/Programming (5 ECTS)*
- * pass/fail courses, no individual grades

Semester IV (Jan – May)

- Applied Research Methods

Please note: Restrictions on which courses/course combinations may apply. Please contact the KLU International Office for details!

SCHEDULES

The preliminary schedules are usually available on our Intranet MyKLUCampus and on Moodle four weeks prior to the beginning of classes.

YOUR ACADEMIC PROGRAM

Undergraduate exchange students are allowed to choose from all undergraduate courses offered at the KLU. You **cannot mix courses from the semesters**, e.g. choosing courses from the third and fifth semester of the bachelor programs is NOT possible.

For **graduate** exchange students: You can choose courses either from the "MSc Global Logistics" **OR** "MSc Management". You **cannot mix courses from the semesters**, e.g. choosing courses from the first and third semester of the master programs is NOT possible.

Please make sure that your **home university** agrees with your study plan.

MANDATORY COURSE REGISTRATION

Exchange students choose their KLU courses at KLU in our online system "Mobility Online".

Exchange students are allowed to take at maximum courses equivalent to 30 ECTS (European Credits Transfer System) per semester.

As a general rule you should consider **1 ECTS** (European Credit Transfer System) to be equivalent to **30 hours of workload**. Please consult with your home university which courses will be creditable for your studies at home.

There will be an add/drop opportunity after the first session of each course.

EXAM REGISTRATION

By choosing a course you are automatically registered for the examination or assignment of that course. Exam schedules are usually available on Moodle one month after the beginning of classes. You need to notify the International Office as soon as possible if you are not able to attend any exams.

FAILING AN EXAM

If an exchange student fails an exam, there will be a retake scheduled at the beginning of the next semester. If the student stays at KLU for only one semester, KLU will try to arrange an alternative examination.

GERMAN LANGUAGE COURSES

German language courses are offered in cooperation with the language school Tandem. Depending on their individual level, students can attend courses fitting to their schedule. There will be a reimbursement of €250 if students complete the course. No ECTS will be given for these courses. http://hamburg-tandem.de/english/index_en.php

INTERCOMM

The term InterComm can stand for both Intercultural Communication as well as Intercultural or International Community. It contains our buddy program, a friend family program, a language tandem, as well as intercultural trainings. Students are welcome to join this program in order to enhance their study abroad experience.

<https://www.the-klu.org/university-services/international-office/for-exchange-students/>

GRADING & TRANSCRIPTS

The grading scale used at KLU ranges from 1.0 to 5.0, being 1.0 and 1.3 an outstanding result (very good). The scale continues with 1.7 to 2.3 being 'good' as a result that is considerably better than average requirements. 2.7 to 3.3 is 'satisfactory' as a result meeting average requirements. 3.7 to 4.0 is still adequate. Students fail the course with a result of less than 4.0.

Some courses are graded with a "pass" or "fail" without any further mark.

As a general rule, you should consider one ECTS (European Credit Transfer System) to be equivalent to 30 hours of course work.

Examination results are released approximately 4 weeks after the end of the exam.

Each exchange student will be able to download his/her transcript via our CAS Campus tool.

Due to environmental reasons we do not send any hard copies unless otherwise urgently required.

CAREER DEVELOPMENT PROGRAM

The Career & Professional Development Program consists of various workshop modules. It is designed to help you find answers to vital questions that will position you to actively pursue and manage your professional career goals. Exchange students are welcome to participate in this KLU program.

MEET THE PROS @ KLU

The program coordinators organize guest lectures, workshops, excursions and factory tours to business partners. Exchange students are invited to join this part of the KLU program.

ERASMUS+ GRANT

The EU Erasmus+ student exchange grant will be paid by your home university, if applicable.

FITNESS FACILITIES

All students are most welcome to use the new fitness facilities for a fee of 15 €/month with a minimum term of three months. The period of cancellation is four weeks and the starting is on the 1st of each month. The fee includes a fitness trainer who will instruct you on the use of the equipment available once per week.

KLU ON YOUTUBE

Many videos about KLU and our students:

<https://www.youtube.com/user/KLUHamburg>

CITY OF HAMBURG

Find here information on our beautiful city:

<http://english.hamburg.de>

**We are looking forward to welcoming
you at KLU!**