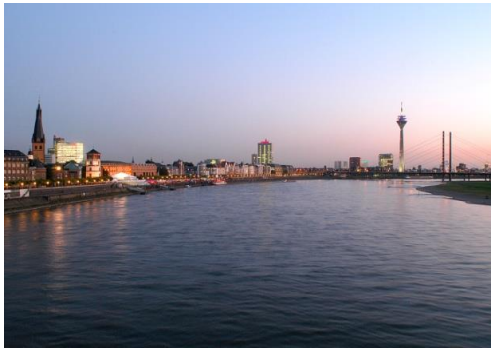


## WHU - Otto Beisheim School of Management



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## MBA Exchange Fact Sheet 2017/2018

### The Team



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#### Websites

General: [www.whu.edu/en](http://www.whu.edu/en)

Exchange: [www.whu.edu/exchange](http://www.whu.edu/exchange)

Campus Düsseldorf: [www.whu.edu/mba-exchange](http://www.whu.edu/mba-exchange)

## Academic Matters

### Campus in Düsseldorf – MBA Exchange Program

Since April 2013, all MBA courses have been taking place at our second Campus in Düsseldorf, which is now the center of excellence for Post-experience Programs offered by WHU.

Full-time and Part-time MBA courses for exchange students have been conducted on our campus in Düsseldorf, while Master in Finance (MSc), Master in Management (MSc), and Bachelor in International Business Administration (BSc) courses still remain in Vallendar, as will the European Summer Institutes.

Graduate students fulfilling the WHU MBA admission requirements (see below) need to decide prior to nomination which program they would like to join. The partner universities should include in their nomination email whether the nominated graduate student will join our MSc (Vallendar) or MBA (Düsseldorf) Exchange Program.

For information on our MSc Exchange Program, please see our “WHU Campus Vallendar BSc MSc Fact Sheet”.

For more information on our Campus in Düsseldorf, please visit this website: [www.whu.edu/mba-exchange](http://www.whu.edu/mba-exchange)

To “discover Düsseldorf”, have a look at this official city website:  
<https://www.duesseldorf.de/international/tourism/discover.html>

## MBA Admission Requirements

MSc and MBA exchange students may apply for our MBA Exchange Program if they fulfill the following admission requirements:

Minimum Age: 24 years (born in 1993 or earlier)

Fulfill one language requirement below:

- English as mother tongue
- Completed or currently studying in a university degree program taught and examined entirely in English
- Minimum internet-based TOEFL score of 100 points
- Minimum 7.0 in IELTS.

Additionally, MSc students wishing to enroll in our MBA Exchange Program need to prove two years of work experience (full-time job or full-time internships in Business Administration).

## Program Offer for Exchange Students

On its campus in Düsseldorf, WHU graduate exchange students fulfilling the MBA admission requirements can choose classes from the Full-time and Part-time MBA Program.

On its campus in Vallendar, WHU offers a Bachelor in International Business Administration Program for undergraduate exchange students and since Fall 2013, a Master in Finance Program in addition to the Master in Management Program for graduate exchange students (for information on these programs, e.g. academic calendar, see "WHU Campus Vallendar BSc MSc Fact Sheet"). In addition to that WHU is proudly introducing the first MSc program for entrepreneurship in Germany with a start date of september 2017.

Due to the different campus locations and program structures, graduate exchange students can no longer mix MSc and MBA courses.

## Course Catalog

[www.whu.edu/courseguide](http://www.whu.edu/courseguide)

## Language of Instruction

Our Full-time and Part-time MBA Program is entirely taught and examined in English.

## Language Requirements

See "MBA Admission Requirements" on p. 2.

## Academic Information

<b>Class Format</b>	Lectures, seminars and exercises
<b>Examination Types</b>	Exams, papers, cases, presentations and participation
<b>Class Size</b>	20 to 40 students
<b>Attendance</b>	Mandatory
<b>Workload</b>	5-7 courses per semester for all programs

**Additional Student Services Available**

- Personalized academic counseling
- Student Buddy Program, Career Services and Basic German Course

**Grading System**

Total per Section	German Grading	USA Grading
100-96	1.0	A
95-90	1.3	A-
89-84	1.7	B+
83-78	2.0	B
77-72	2.3	B-
71-66	2.7	C+
65-60	3.0	C
59-54	3.3	C-
53-52	3.7	D+
51-50	4.0	D
49-0	5.0	F

## Administrative Matters

**Academic Calendar**

[www.whu.edu/academiccalendar](http://www.whu.edu/academiccalendar)

**MBA Fall 2017**

**September 4 - December 22, 2017**

**Preferred Arrival Dates**

MBA exchange students August 31-September 1, 2017  
MBA Double Degree students August 25-26, 2017

**Mandatory MBA Orientation**

MBA exchange students September 4, 2017  
MBA Double Degree students August 28 – September 1, 2017

**Break** Mid-November due to international module abroad

**MBA Spring 2018**

**January 8 - May 4, 2018**

**Preferred Arrival Date** **January 5 - 6, 2018**

**Mandatory MBA Orientation**

January 7, 2018

**Independent Study**

March 1- 30, 2018

**Spring Term Extension**

April 2018

Our Spring Term Extension is targeted at exchange students who either aim to increase the number of credits they can earn in Spring by extending their stay or who opt for a short-term exchange program.



During the Spring Term Extension, 3 Part-time MBA courses worth 9 ECTS credits are offered on Saturdays and Sundays.

The semester dates for our MBA Exchange Program differ from the dates on Campus Vallendar (see WHU Campus Vallendar BSc MSc Fact Sheet).

**All dates are subject to change.**

Full-time MBA courses usually take place during the week and Part-time MBA courses on the weekends.

## Nomination & Application Deadlines

<b>Fall 2017</b>	June 1, 2017
<b>Spring 2018</b>	September 15, 2017
<b>Double Degree</b>	March 1, 2017

## Nomination Procedure

The home university nominates their student(s) via email including the following information:

First name and family name of the student

- Student's gender
- Student's nationality (for visa purposes)
- Term(s)
- Study program (MBA, MBA Double Degree)\*
- Student's email address

\* Due to the different campus locations and program structures, graduate exchange students can no longer mix MSc and MBA courses.

From now on, the partner university should indicate upon nomination whether the nominated graduate student is applying for our MSc Exchange Program on our Vallendar campus (see our WHU Campus Vallendar BSc MSc Fact Sheet) or our MBA Exchange Program on our Düsseldorf Campus (if eligible).

## Application Process

After the home university has emailed the nomination to the respective exchange coordinator at WHU, the nominated student(s) will receive instructions for the online application procedure via email. Shortly after the application deadline, we will process the complete online applications and send an acceptance package including the letter of acceptance for each student to the international office at the home university.

## Housing

At the moment WHU cannot offer exchange students university sponsored housing in Düsseldorf. After the application deadline students will be provided additional information and resources which they can use to find housing. It is each student's

responsibility to secure accommodation but we are happy to help and give them advice during the process.

### Visa and Residence Permit

Depending on their nationality, students might need a visa and/or residence permit to study in Germany. While we assist students in applying for their residence permit, it is the student's own responsibility to take care of visa matters as early as possible, ideally at least 2 months prior to departure.

Students should contact the German Consulate of their home country (or country of residence) to find out if they need a student visa prior to entering Germany/Europe for study purposes.

### Health Insurance

All exchange students have to provide proof of health insurance upon their arrival at WHU. It has to cover the following aspects to be acknowledged by the German authorities:

- Period of time: coverage of the entire stay in Germany
- Region: Germany must be covered
- Emergencies must be covered
- All medical expenses must be covered

Health insurance with full coverage for sickness, emergencies and all medical expenses is absolutely mandatory for all exchange students in Germany. Students can contact the International Relations Office at WHU in advance to check if their health insurance is sufficient.

### Cost of Living

A student's cost of living will be approximately 900 euros per month, depending on their lifestyle and how much they're willing to spend on free time activities (e.g. travelling, eating out, sports, visiting concerts and clubs).

- Accommodation: between 400 € and 700 €
- Mobile Phone: approx. 30 €
- Food: approx. 180 €
- Local transportation: approx. 50 €
- Health Insurance: approx. 80 € if acquired in Germany
- Miscellaneous (leisure activities): approx. 300 €