

## WHU - Otto Beisheim School of Management



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### International Relations office and post address

WHU, International Relations, Campus Vallendar  
Burgplatz 2, 56179 Vallendar, Germany  
Fax: +49 261 6509 169

### WHU Campus Düsseldorf visitor address

WHU Campus Düsseldorf,  
Erkrather Straße 224a, 40233 Düsseldorf, Germany

## MBA Exchange Fact Sheet 2015/2016

### The Team



**Stefanie Schweins** ([stefanie.schweins@whu.edu](mailto:stefanie.schweins@whu.edu))

Director of International Relations  
Phone: +49 261 6509 160

**Teresa Osmera** ([teresa.osmera@whu.edu](mailto:teresa.osmera@whu.edu))

MBA Exchange Coordinator (Inbound); Exchange Coordinator – USA  
Phone: +49 261 6509 164

**Christina Meiners** ([christina.meiners@whu.edu](mailto:christina.meiners@whu.edu))

Exchange Coordinator – Canada, Latin America, Africa, Asia (except China and Singapore)  
Phone: +49 261 6509 162

**Julia Wassermann** ([julia.wassermann@whu.edu](mailto:julia.wassermann@whu.edu))

Assistant International Relations; Program Coordinator Scholarships & European Bachelor Summer Institute  
Phone: +49 261 6509 163

**Nicole Nagel** ([nicole.nagel@whu.edu](mailto:nicole.nagel@whu.edu))

Exchange Coordinator - Double Degree Programs;  
International Marketing Coordinator  
Phone: +49 261 6509 161

**Rosanne Hirst** ([rosanne.hirst@whu.edu](mailto:rosanne.hirst@whu.edu))

Exchange Coordinator – China, Singapore, Australia, New Zealand;  
Program Coordinator European MBA Summer Institute  
Phone: +49 261 6509 166

**Madlén Schweiger** ([madlen.schweiger@whu.edu](mailto:madlen.schweiger@whu.edu))

Exchange Coordinator – Europe;  
Program Coordinator European Programs  
Phone: +49 261 6509 165

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#### Websites

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

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

Campus Düsseldorf: [www.campus-duesseldorf.whu.edu/en](http://www.campus-duesseldorf.whu.edu/en)

## 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 new Campus in Düsseldorf, please visit this website: <http://www.whu.edu/en/campuses/campus-duesseldorf/>

To “discover Düsseldorf”, have a look at this official city website: [www.duesseldorf.de/eng/tourism/discover/index.shtml](http://www.duesseldorf.de/eng/tourism/discover/index.shtml)

**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 1989 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”).

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 2015**

**August 30 – December 31, 2015**

**Preferred Arrival Dates**

MBA exchange students August 27- 28, 2015  
MBA Double Degree students August 27-28, 2015

**Mandatory MBA Orientation**

MBA exchange students September 7, 2015  
MBA Double Degree students August 31-September 4, 2015

**Break** November 17 - 22, 2015  
(No courses due to International Module abroad)

**MBA Spring 2016**

**January 05 - February 29, 2016**

**Preferred Arrival Date** January 3-4, 2016

**Mandatory MBA Orientation** January 6, 2016

**Independent Study** February 26 - March 17, 2016

**Spring Term Extension** March 28 - May 31, 2016

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 2015</b>	June 1, 2015
<b>Spring 2016</b>	September 15, 2015
<b>Double Degree</b>	March 1, 2015

**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**

Please check [www.whu.edu/housingduesseldorf](http://www.whu.edu/housingduesseldorf) for updates.

**Visa and Residence Permit**

[www.whu.edu/exchange](http://www.whu.edu/exchange) > WHU Campus Düsseldorf > Arrival at WHU > 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.

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### Health Insurance

[www.whu.edu/exchange](http://www.whu.edu/exchange) > **WHU Campus Düsseldorf > Arrival at WHU > 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 whole stay in Germany
- Region: Overseas, Europe and 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 under the age of 30 can buy health insurance from a public German health insurance provider during Orientation (approx. 80€ per month).

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### Cost of Living

[www.whu.edu/housingduesseldorf](http://www.whu.edu/housingduesseldorf) > **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 €
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