

Students Guide



FRANKFURT SCHOOL

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Welcome

Dear Students,

It is our great pleasure to welcome you to the Frankfurt School of Finance & Management (FS)! We are delighted to have you join FS and rest assured that we will look after you during your stay.

Our international faculty, staff and students form a dedicated community of teaching, learning and research. Not only our business school, but also the city of Frankfurt am Main is known as being very international. It is the largest financial centre on the European continent, the historical city of coronations, the city of Goethe and also home to the Frankfurt School of Finance & Management.


The Frankfurt School is one of the leading business schools in Germany; with a campus located in the middle of the city and in a comfortable reach of our own student residences in Offenbach. Getting to know other Frankfurt School students through various student activities and clubs is easy. We are sure that you will feel at home very quickly.

It can be a daunting experience to come to a new country, live, study or even work in Germany. With this guide, we hope to make it easier for you to plan your stay and settle in. The information enclosed will help to fulfil your academic goals and enjoy your stay with the Frankfurt School.



Prof. Dr. Udo Steffens

President and Chairman of the Board of Frankfurt School of Finance & Management



Who we are

Profile

The Frankfurt School of Finance & Management is a leading private business school based in Frankfurt am Main, the financial hub of Germany. We offer a broad spectrum of state-approved and FIBAA-accredited study programmes. The courses focus on the two most important areas of business: finance as an across the board function in all companies which are involved with the management of money and classic corporate management in which managers plan the deployment of resources in such a manner that the company's goals can be achieved as economically as possible.

Today more than 1,300 students from all over the world study in the Frankfurt School's academic programmes. With more than 60

partner universities worldwide the number of international students coming to Frankfurt School on exchange or to complete a programme has been increasing steadily over the past few years.

Faculty and Departments

The Frankfurt School of Finance & Management features one of Germany's largest finance faculties. Its professors work hand in hand with policy-makers and executives to offer tailor-made solutions to topical questions. Research findings from the four departments of Frankfurt School are applied in leading corporations, the finance sector, in politics, and in development cooperation. Members of our faculty frequently comment on topical issues in all media. The Frankfurt School's practice-oriented and research-



based courses regularly rank amongst the best in the whole of Germany.

Mission

We advance and disseminate sustainable international business practices in finance and management through education, research, training and advisory services. Based on research and practical experience, we educate our students to be responsible experts and executives.

The four departments are the faculty's organisational units. In the research centres, specific research activities are clustered in interdisciplinary and interdepartmental projects.

1. Finance Department

- Centre for Development Finance (CDF)
- Centre for Practical Quantitative Finance (CPQF)

- Frankfurt Institute for Private Equity and M&A
- German Centre of Banking and Finance at CEIBS

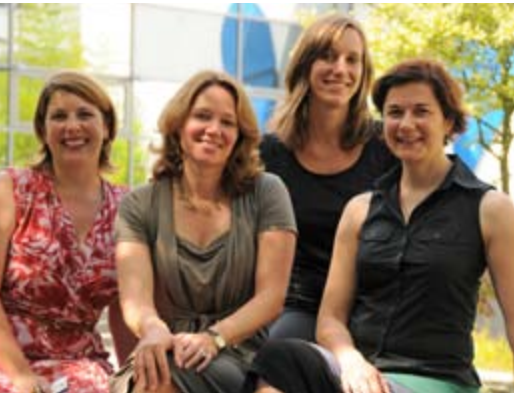
2. Management Department

- East-West Centre of Business Studies and Cultural Science
- Institute for International Health Management
- IT-Governance-Practice-Network
- Management Research Centre (MRC)
- ProcessLab
- Retail Banking and Service Management

3. Economics Department

4. Legal Studies & Ethics Department

The International Office is looking forward very much to welcoming you to the Frankfurt School!



The idea behind this guide:

This guide is designed to provide you with information on:

- preparing for your stay in Frankfurt, Germany
- arriving and settling in Frankfurt student life at the Frankfurt School of Finance & Management
- and much more...

We recommend you read the guide carefully as you start to plan your journey to Frankfurt. We hope that the information, services and support described in this book will help you to fulfil your academic objectives and also to enjoy your stay in Frankfurt.

Academic Study

The Frankfurt School of Finance and Management offers a broad spectrum of state-approved and FIBAA-accredited study programmes. As an exchange student, you can select courses from the following three academic programmes depending on whether you are an undergraduate or graduate student:

- Bachelor of International Business Administration
- Master of Finance
- Master of International Business

Bachelor of International Business Administration

The Bachelor of Science in International Business Administration is designed for students who have diverse interests and wish to keep many career options open. It runs for seven semesters with a total of 120 ECTS. During the first three semesters students will receive an introduction in all working areas of business administration. For example, finance and controlling, marketing, sales, personnel and organisation, and accounting, will all be covered. All courses of the first three semesters are taught mostly in German.

The 4th and 5th semester of the Bachelor programme is spent abroad for two semesters of studying and an internship.

The courses of the 6th and 7th semester are divided into three categories: the first category is the “function specification” where students have a closer look at specific topics such as marketing, controlling, applied IT, quantitative finance, HR and operations management. These courses are taught mostly in German.

For the second category “finance specification” some courses are taught in English, others in German. Here students can choose amongst several finance-related courses such as the principles of finance, retail banking, asset management or risk management to name but a few.

The “international specification” is our third category where we concentrate on the international context in areas such as law and taxation, communication and international economics. All “international specifications” courses are taught entirely in English.

IMPORTANT NOTE:

All English-taught classes are part of the upper level of the bachelor programme (6th and 7th semester). You should have completed **at least 4 semesters of studies** before taking these classes.

For further information about our Bachelor of International Business Administration study programme, have a look at our website: www.frankfurt-school.de/ibwl

If you wish to join the Bachelor programme for your exchange semester, you can choose courses from the course curriculum which the International Office will send you on request.

In addition to our general bachelor courses we have developed the course "German Business Culture & History" especially for our international exchange students. The course starts with an introduction into the history and culture of Germany and the importance of Frankfurt as a financial hub. Another part of the course focuses on developing the students' presentation and academic writing skills. Site visits to important German companies and cultural tours will apply the taught knowledge about business culture and the German culture in general. The course is compulsory for all international exchange bachelor students from winter semester 2012/2013 onwards. They will receive 6 ECTS.

Master of Finance

The Master of Finance programme runs for four semesters with a total of 120 ECTS. The first semester prepares students to handle rigorous academic work in the field of economics, finance and management. These compulsory modules lay the foundation for in-depth knowledge in subsequent semesters. During the second semester students obtain a deeper insight into Finance and Management and take their Master's degree programme to the next level. Students finish their compulsory courses and are then free to choose their future area of expertise from among five specializations (Capital Markets, Corporate Finance, Bank Management, Accounting & Taxation and Development Finance). When students have completed the courses in their specialization they may choose a second focus in the programme or continue in the same field via an elective process.

If you wish to join the Master of Finance for your exchange semester, you can choose courses from the course catalogue which the International Office will you on request. All classes are taught in English.





In the third and fourth semester students select from elective courses either in their chosen area of specialisation or from other areas of finance and business. Finally, students participate in a Research Methods Workshop as preparation for the Master's Thesis in the fourth semester.

For further information about our Master of Finance study programme, please refer to our website: www.frankfurt-school.de/mof

Master of International Business

The Master of Arts in International Business (MIB) programme is based to a great extent on the idea of applying knowledge in the various fields of general management, strongly related to international issues and viewpoints. The first and second semester set the stage with modules such as Business Law & Economics and International Strategic Management. In the third semester, students are prepared for their international specializations with the module Cross-Cultural Management and can put their knowledge into practice by undertaking an internship. The final semester rounds up the study programme with further specialization courses, electives, and the thesis.

An important advantage of the programme is the freedom to choose between various specified areas of importance in international business. The curriculum offers various means of defining these specified areas. For example, the module International Business Relations (3rd and 4th semesters) facilitates an in-depth study of business relations within an emerging region of the world. This is followed by a second focus either on an industry or a functional area of business. These areas of specialization, as well as other individual interests, can also be supported by elective courses, via part-time training, and/or a related Master's thesis.

If you wish to join the Master of International Business for your exchange semester you can choose courses from the course catalogue which the International Office will send you on request. All classes are taught in English.

For further information about our Master of International Business study programme, refer to our website: www.frankfurt-school.de/mib

Learning Styles and Expectations

At the Frankfurt School students are expected to take responsibility for their own learning. It is expected that students attend the lectures, but you will also need to study independently on your own or in small groups. You will be encouraged to read widely, to analyse and question what you have read and be expected to understand the material covered in lectures or seminars, not just memorise it. Teaching styles vary but ,generally speaking, independent thought and discussion are encouraged. You are

allowed to ask questions during class and to challenge/question what the lecturer says. There are different forms of assessment (e.g. written examinations, essays, group projects), but in many courses the written examination at end of the semester accounts for 100 % of the final grade. Each lecturer will inform you at the beginning of the semester how their course is assessed. In order to underpin our expectations Frankfurt School developed a so called Honour Code that talks specifically about appropriate behaviour while taking exams, behaviour on campus and towards our facilities:

The Frankfurt School Student Honour Code

Written examinations or other forms of assessment should be completed in an honest and fair manner, using only those means or tools which are authorised by the professor/lecturer. Using unauthorised books, lecture notes or other materials (electronic or print) during an exam, or bringing these unauthorised items into an exam, is not tolerated unless approved by the professor/lecturer prior to the examination. Copying from a fellow student during an exam or allowing a fellow student to copy from you during an exam, using unapproved materials during a take-home exam or preparing an assignment for a fellow student to submit as their own are also considered forms of cheating and can result in expulsion from the FS. Besides the expectation regarding our learning style we have high expectations about your everyday

behaviour on the FS campus. The students, faculty, and administration at the Frankfurt School make up the dedicated community focused on teaching, learning and research. Openness, respect, and mutual support are therefore integral to the success of everyone involved in the many activities at the FS. Insults, harassment and/or discrimination based on race or ethnic origin, gender, religion or spirituality, disabilities, social status, age, or sexual identity/orientation will not be tolerated!

Furthermore, we expect that our facilities will be treated with respect at all times. Therefore, books or other materials of the FS should not be damaged, destroyed, labelled, highlighted/written in or stolen. The library rules concerning borrowing books and returning them must be adhered to.

Grading System

The Frankfurt School's grading scale can be converted into ECTS grades using the following table:

Performance in %	German Grades	ECTS Grades	Evaluation
95 % – 100 %	1,0	A	Excellent
90 % – 95 %	1,3		
85 % – 90 %	1,7	B	Very Good
80 % – 85 %	2,0		
75 % – 80 %	2,3	C	Good
70 % – 75 %	2,7		
65 % – 70 %	3,0	D	Satisfactory
60 % – 65 %	3,3		
55 % – 60 %	3,7	E	Adequate
50 % – 55 %	4,0		
less than 50 %	5,0	F	Fail

Plagiarism

Plagiarism is using someone else's words or ideas without indicating where the ideas originally came from. In Germany this is considered cheating. In Germany it is expected

that students indicate when they are using someone else's words or ideas by means of referencing.

Living and studying in Frankfurt

Frankfurt and Surrounding Areas

Frankfurt is said to be the most multicultural city in Germany; almost one third of its inhabitants hold a non-German passport. No matter where you come from, in Frankfurt you will always meet someone who speaks your language and find a restaurant that serves your favourite food. Frankfurt is the financial hub of Western Europe, the historical city of coronations, the home of Goethe and – of course – the Frankfurt School.

There is a lot to discover in and around Frankfurt: Many sights – the Römer, the Old Opera House, St. Paul's Church, the Goethe House and Museum, the Palm Garden and the Zoo – are in or close to the city centre. In addition to 60 museums and galleries, Frankfurt has a variety of cinemas, concert halls, cabarets and a great number of theatre venues, some of which offer

foreign language productions. It is also worth getting to know the nearby cities of Wiesbaden and Mainz as well as Frankfurt's surrounding towns and communities. The Taunus and the Rheingau are two recreation areas close to the city, which offer attractive opportunities for outdoor experiences and sporting activities.

Frankfurt is located in Hessen, the fifth largest state in Germany with a population of 6 million and covering an area of 21,000 square kilometres. Frankfurt has approximately 690,000 inhabitants and 300,000 commuters, and is the service and industrial centre of the state. You will find that Frankfurt has a lot to offer whether you enjoy cultural activities, architecture, sports, shopping or the outdoors

Frankfurt is part of the RMV, the Rhine-Main Transport Association. Metropolitan Frankfurt as well as the entire Rhine-Main area can be easily reached by public transport. The RMV network extends from Darmstadt in the south to the university city of Marburg in the north of Hessen, from the state capitals of Mainz and Wiesbaden in the west to the industrial city of Hanau in the east. As a Frankfurt School student you will receive a semester ticket for approximately € 170 (January 2011), which enables you to use all public transport in the RMV area for an entire term.

Useful links:

www.frankfurt.de

www.frankfurt-tourismus.de

www.kultur-frankfurt.de

www.taunus-info.de

www.rheingau.de

www.rmv.de

Frankfurt School's Student Residences



The Frankfurt School is offering three student residences for its international students. All student residences are located right in the city centre of Offenbach just a few kilometres to the east of Frankfurt.

Enjoy the international atmosphere at our student residences and live with people from all over the world!

The facts in brief

Ostpol – If you prefer living on your own, Ostpol would be your perfect choice. We offer single rooms which are fully furnished including a fitted single kitchen, own shower/WC and plug for internet access. In the basement you find washing machines and dryers, washing coins are available at the housekeeping office on the first floor.

Rent a room in Ostpol:

Single rooms: 390,00 Euro/month all inclusive
Double rooms: 340,00 Euro/month all inclusive
(connected rooms with shared
kitchen and shower/WC)

If you prefer living with other students in a shared flat, our two Boarding Houses are the perfect choice for you:

Boarding House 1 – The 3 storey house offers 27 single rooms in 8 shared flats. Each flat is equipped with shower/WC, extra WC, fully fitted kitchen with dish washer and dining area. The rooms are furnished with all the essentials. In the basement you also find a washing machine and dryer.

Rent a room in Boarding House 1:

Prices range between 340,00 Euro/month and 400,00 Euro/month all inclusive according to size (10–15 sqm)

Boarding House 2 – In October 2010 we opened our brand new student residence, the Boarding House 2, located just opposite Boarding House 1. On 3 floors the Boarding House 2 offers 66 rooms in shared flats. Each flat is equipped with shower/WC, extra WC, fully fitted kitchen with dish washer and dining area. In the common areas you will find washing machines and dryers. A supermarket and bakery are located in the same building.

Rent a room in Boarding House 2:

Prices: 390,00 Euro/month all inclusive, (12–15 sqm)

Internet Access in the Student Residences

The Frankfurt School provides all its students with internet access for free. During the first days after your arrival please go to **“Cable Corner”** which is located in the same street as the student residences just a few meters away. Bring your Student ID and/or your rental agreement. Cable Corner will provide you with a modem and the internet key. In Ostpol and Boarding House 1 you can only use your cable modem, Boarding House 2 also offers WLAN.

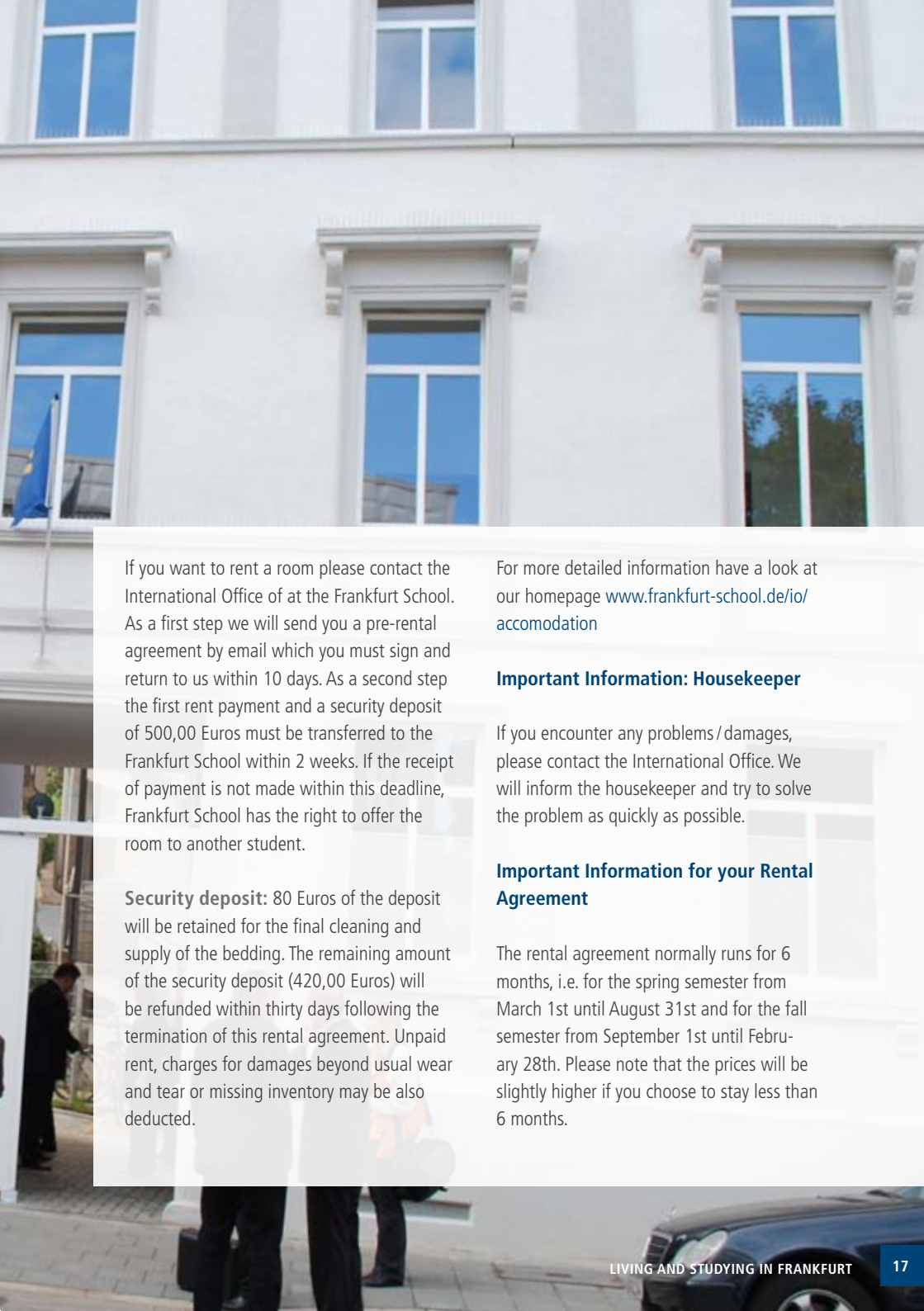
Cable Corner Contact Details and Opening Hours

Hermann-Steinhäuser-Straße 34
63065 Offenbach

Opening times

Monday – Friday 09:00 a.m. – 06.00 p.m.

Saturday 09:00 a.m. – 1.00 p.m.



If you want to rent a room please contact the International Office of at the Frankfurt School. As a first step we will send you a pre-rental agreement by email which you must sign and return to us within 10 days. As a second step the first rent payment and a security deposit of 500,00 Euros must be transferred to the Frankfurt School within 2 weeks. If the receipt of payment is not made within this deadline, Frankfurt School has the right to offer the room to another student.

Security deposit: 80 Euros of the deposit will be retained for the final cleaning and supply of the bedding. The remaining amount of the security deposit (420,00 Euros) will be refunded within thirty days following the termination of this rental agreement. Unpaid rent, charges for damages beyond usual wear and tear or missing inventory may be also deducted.

For more detailed information have a look at our homepage www.frankfurt-school.de/io/accomodation

Important Information: Housekeeper

If you encounter any problems / damages, please contact the International Office. We will inform the housekeeper and try to solve the problem as quickly as possible.

Important Information for your Rental Agreement

The rental agreement normally runs for 6 months, i.e. for the spring semester from March 1st until August 31st and for the fall semester from September 1st until February 28th. Please note that the prices will be slightly higher if you choose to stay less than 6 months.

Your way to Frankfurt School

How to get to the FS by public transport

The Frankfurt School is located near the city centre and can easily be reached by public

transport. Please take the S-Bahn Line S1, S2, S3, S4, S5, S6, S8 and S9 and exit S-Bahn station Ostendstraße (Exit Ostendstraße and follow the signs to "Frankfurt School").



How to get to the FS by car

- From the North /West:
BAB A5 to Nordwestkreuz, (from Wiesbaden BAB A66) BAB A66 exit Miquelallee, (Direction Großmarkthalle) via Nibelungen Allee, Habsburger Allee, Henschelstraße, Ostbahnhof, to Sonnemannstraße.
- From the South:
BAB A3 exit Frankfurt South, via Kennedy-Allee, Stresemannallee, after Friedensbrücke turn right immediately onto Untermainkai, Schöne Aussicht, Oskar-von-Miller-Straße, Sonnemannstraße.
- From the East:
BAB A3 to Offenbacher Kreuz, BAB 661 direction Frankfurt, exit Offenbach Kaiserlei, (towards Sachsenhausen) along Strahlenberger Str./Deutschherrnufer, Gerbermühlstraße, Wasserweg via Flößerbrücke, Oskar-von-Miller-Straße, Sonnemannstraße.

The Frankfurt School campus is well served by the RMV public transport system, which incorporates bus, tram and subway. The subway station Ostendstraße is just a one-minute walk away from the campus and lines S1, S2, S3, S4, S5, S6, S8 and S9 all run here.

From the campus to the Frankfurt city-centre it takes 5 min. (2 stops). S8 and S9 run directly to Offenbach Marktplatz (4 stops) where the Frankfurt School student residences are located. If you want to go to Frankfurt Airport it takes approx. 20 min. (S8 and S9 direct connection).

Frankfurt by public transport

Frankfurt has a very good public transport network for travel both within the city and to surrounding areas with buses, subway and trams operating seven days a week.

Frankfurt by bike

You can also get around in Frankfurt easily by bike. The city is a biker-friendly place with many bicycle lanes and car drivers are usually respectful towards bikers. However make sure that your bike is safely stored and locked!

Frankfurt by taxi

Frankfurt has hundreds of taxis that you can easily use everywhere (clearly labelled with a yellow "TAXI" sign on top). However it is not the cheapest way to travel in the city. From Frankfurt Airport to the city centre you have to pay roughly 25 EUR. A ride in the city costs approx. between 5 – 15 EUR.

Frankfurt by car

Frankfurt is not the best place to travel by car. Traffic is heavy, especially during rush hour and finding a parking space is not easy at all. If you intend coming by car, please check prior to arrival whether you need an international driving license. Please note that you have to wear a seat belt while driving in Germany. In general we strongly recommend using public transport to get around in Frankfurt. If you decide to go by car, think about the time you will need to spend looking for a parking space and the high prices for car parks in the city centre.

Student ID and RMV Ticket (public transport)

On the day of your arrival you will receive your student ID card together with other documents such as your rental agreement, your room key etc. In the event that your FS buddy picks you up, she/he will provide you with these things. Otherwise don't forget to set up an appointment with the International Office in order to get these important documents. We are available Monday through Friday 9 am to 5 pm. Your student ID allows you to enter the school building and the elevator up to the second floor of Frankfurt School where your student advisors and the International Office are based.

Additionally you can also use it to enter the library (available 24/7) and to check out books. Furthermore, you can pay for meals, snacks and drinks at the Casino.

The Frankfurt School offers a semester ticket (valid 6 months) at a cost of approx. 170 Euro per semester to each student. This ticket will be printed on your student ID card and allows you to travel within Frankfurt and the nearby suburbs as well as other cities within Hessen such as Wiesbaden, Darmstadt, Mainz etc. Once you have purchased the semester ticket you are able to use the U-Bahn (underground), S-Bahn (regional train), Strassenbahn (tram) and bus. Please inform the International Office if you would like to purchase this ticket and we can have it ready for you upon your arrival. You can also decide for the ticket after your arrival, just be aware that it takes 2-3 days to get it set up. Please keep in mind that the student ID card is a means of verifying that you are student. If you lose the student ID card please inform the International Office as soon as possible. A card replacement will cost you 20 EUR. Also note that you are required by German law to carry your passport or identity card with you at all times when outside your home.



Cost of Living

You will need to budget between € 800 – 1000 per month for accommodation, food, communication (phone), entertainment, textbooks/stationery, bank account fees, clothing, holidays/trips, etc.

To give you an idea of the cost of living in Frankfurt, the following table gives you an overview about how much you can expect to spend on rent, groceries and services:

Rent in one of Frankfurt School's student residences (per month including electricity, internet, water)	€ 350 – 400
Groceries (per month)	€ 150 – 200
Main meal at Frankfurt School's cafeteria (Kasino)	€ 4 – 8 per meal
Coffee, cappuccino (in a café)	approx. € 2,50
Beer (at a restaurant or bar)	approx. € 3
Movie ticket (ask for student discount)	approx. € 10
Stamp for letter within Germany	€ 0,55
Stamp for letter worldwide	€ 0,75

Library

The Frankfurt School has a library which is located on the FS campus and can be used for your self-study. You will have access to the library with your student ID card 7 days a week 24 hours. With your student ID card you can check out books by presenting them to the staff at the help desk. Please make sure that you return them on the due date. You will get an introduction to the library during the orientation days.

Computer / My Campus / Your Email Account

My Campus is Frankfurt School's online-campus where each student has her/his own personal profile. Your user ID and password will be sent to you by the International Office before your arrival. On My Campus you have an overview of your schedule, extra course material, important information about upcoming events at the university and your examination dates. In order to login you can use the following link:
<http://campus.frankfurt-school.de/>

During your first days at the Frankfurt School you'll get your personalized Frankfurt School email address. Please note that this email will be officially used by the FS faculty and student

advisory in case we need to contact you. Therefore we highly recommend that you either check your inbox regularly or that you set up an automatic forwarding function to your personal email account.

The FS has a public computer room (available 24/7) on the second floor next to the upper level of the library. Within this room you will find 21 PCs and 1 printer which you can use whenever there is no class scheduled. Moreover the Frankfurt School offers WLAN to all students. Login dates will be provided during the orientation days and can also be found on the online-campus.

There is also the opportunity to use a public printer at the library. The first 500 copies are for free, then you have to purchase additional copies.

Kasino

Frankfurt School's canteen the "Kasino" offers three main meals daily, one being vegetarian. Prices vary between 3,90 EUR and 7,00 EUR. In addition a fresh salad bar and snacks, such as sandwiches, sweets, and yoghurts, can be purchased as well as coffee, tea and other drinks. Opening hours are from 7 am to 7pm. You can also check the weekly menu on My Campus.



StuCo

The **Student Council (StuCo)** is a student organization representing the interests of all students of the Frankfurt School of Finance & Management. The StuCo is managed by an Executive Committee (ExCo) of a group of seven students currently enrolled in different study programmes at the Frankfurt School. Each committee member has an equal vote. The Student Council selects members with full voting rights for various committees at the FS.

One of the Student Council's goal is to improve communication between students, professors and the administration. To ensure good communication, members of the Executive Committee have regular meetings with the Administration to make suggestions, express criticism and give praise. In return, the Student Council receives important information and suggestions which will be passed on during students plenums to all Frankfurt School students.

The General Assembly takes place regularly and international students are invited to participate (dates are published on the extranet). Besides taking care of the students' interests, the Student Council controls the university funds for student activities as well as coordinating student

initiatives such as FS Conference, FS Charity or FS Sports. The Student Council is also involved in counselling guest students at the FS.

Contact information:
exco@fs-stuco.de
www.fs-students.de

FS-Buddy

In order to enhance the international community within the FS and to make our fellow international students an integral part of our academic life, FS Buddy was founded by the FS Student Council with the support of the International Office. The idea of FS Buddy is to give our international students some guidance for their start in Germany and in the FS.

For each international exchange student, an FS student serves as a personal buddy. Usually, the International Office establishes the first contact between the exchange student and her/his FS buddy before arrival. The FS buddy also picks up the international exchange student at the airport or train stations and she/he accompanies the international student to the student residence and supports her/him especially during the first weeks but also throughout the entire semester. FS Buddy organizes several events like



the potluck dinner, BBQ, visit of to the German stock market, visit of to a typical beer brewery or an international Christmas party. The overall goal is not only to share the German culture but also to experience the specific traditions and culture of our fellow international students. International students who stay for 2 semesters are also strongly recommended to become a buddy in the second semester for their international fellows.

For more information about FS Buddy please have a look at our website:

www.fs-students.de

NEW: Our FS Buddy facebook group

The FS Buddy also established a facebook group "FS Buddy" which is used as platform and exchange of information for upcoming events of FS Buddy or any other relevant activities. Prior to your arrival the International Office will ask you to send your facebook username (optional) so that they can invite you to join the FS Buddy facebook group.

Language Tandem Programme

To integrate yourself in German campus life, learning the German language is another impor-

tant step. Besides our German language courses we also help you to find a German language partner. Our "language tandem programme" is part of FS Buddy. More information about the language tandem programme will be given during the orientation days where you can also register for the programme. Use the opportunity of being in Germany to learn something of our language!

FS-Friends & Alumni Portal

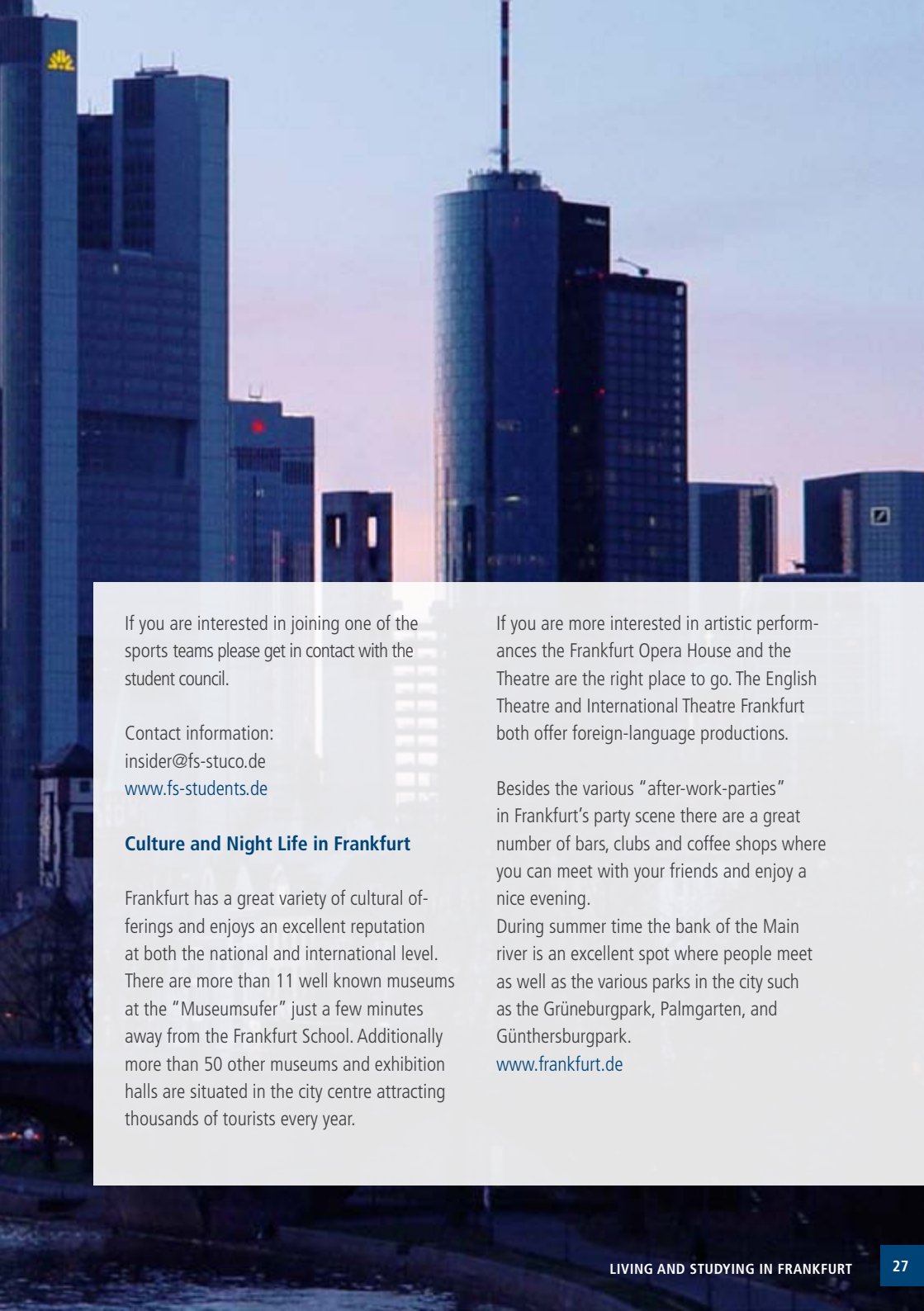
Our recently opened "FS-Friends & Alumni portal" helps you to find friends from your time at Frankfurt School, to communicate with students, alumni and Frankfurt School staff – overall it's a good chance to network.

www.friends.fs.de

FS-Sport

FS Sports is a student initiative that organizes sport teams and sporting events.

The teams participate in famous tournaments like the WHU Euromasters or the European Business School (EBS) Tournament. They also offer interesting sporting possibilities in Frankfurt and the surrounding suburbs such as participation in a volleyball, basketball, soccer or dragon boat event.

A photograph of the Frankfurt skyline at dusk. The sky is a mix of blue and purple. Several skyscrapers are visible, including the Commerzbank Tower with its distinctive spire. The buildings are lit up with some lights visible. A yellow sun-like logo is on the leftmost building.

If you are interested in joining one of the sports teams please get in contact with the student council.

Contact information:
insider@fs-stuco.de
www.fs-students.de

Culture and Night Life in Frankfurt

Frankfurt has a great variety of cultural offerings and enjoys an excellent reputation at both the national and international level. There are more than 11 well known museums at the "Museumsufer" just a few minutes away from the Frankfurt School. Additionally more than 50 other museums and exhibition halls are situated in the city centre attracting thousands of tourists every year.

If you are more interested in artistic performances the Frankfurt Opera House and the Theatre are the right place to go. The English Theatre and International Theatre Frankfurt both offer foreign-language productions.

Besides the various "after-work-parties" in Frankfurt's party scene there are a great number of bars, clubs and coffee shops where you can meet with your friends and enjoy a nice evening.

During summer time the bank of the Main river is an excellent spot where people meet as well as the various parks in the city such as the Grüneburgpark, Palmgarten, and Günthersburgpark.

www.frankfurt.de



Before your arrival – ready for departure?

Application process for international exchange students to the Bachelor and Master programmes (non-degree applicants)

Foreign guest students who would like to enrol at the Frankfurt School for an exchange semester should have studied for at least two years on a business or economics related programme, preferably with a focus on banking or finance. If you wish to apply for admission to the exchange programme, the deadline for application for the summer semester is November 15th and for the winter semester June 15th.

In order to apply please submit the following documents to the International Office:

- Completed application form (available on the Frankfurt School homepage or at the International Office)
- Curriculum vitae and passport sized photograph
- Current transcript of records
- Evidence of your German language skills (B2) if German taught courses are being selected
- Evidence of your English language skills (TOEFL 80, B2, IELTS 5,5 or equivalent) if English taught courses are being selected
- Evidence of international health insurance

The same documents are required if a student wants to enrol for an exchange semester in a Masters Programme. In this case, evidence of English skills needs to be TOEFL 90 or equivalent. For foreign students on the ERASMUS-Exchange Programme, the tuition fees are usually waived.

Once you have submitted the completed application documents you will receive an official acceptance letter as well as an invitation letter from the International Office. The letter will be provided to you in case a visa application is necessary.

Insurance requirements for non-degree student applicants

Compulsory Health Insurance

All students must have health insurance which will cover doctor visits, prescriptions, treatment, etc. The insurance fee is around 75,00 Euros per month. Once you are signed up for health insurance you will receive an insurance certificate which you should present at the International Office for course enrolment. Please keep in mind that it is not possible to enrol for classes without having valid health insurance.

Members of the EU and of the EFTA can become exempt from compulsory health insurance upon presentation of an E 111 form and/or an EHIC to a local health insurance company. You will then receive a document stating that you are covered through the European health insurance system. The E 111 form can be obtained from your health insurance authorities in your home country. Most students from non-EU countries have some sort of travel health insurance with short validity when they arrive in Germany. They must immediately apply to become a member of the compulsory health insurance fund or a private health insurance company in Germany. Students aged over 30 years cannot apply for the **compulsory** health insurance fund and must take a private insurance.

Visa

The entry requirements into the Federal Republic of Germany are different according to your country of origin. Please inquire as soon as possible as to whether you need a visa or not. However, the first thing you have to do after your arrival (within 10 days!) is to register at the local registration office. Address and opening hours are available at the International Office.


Countries for which a visa is not required

Members of the EU and of the EFTA (European Free Trade Association i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance visa/student visa. However, after enrolling you must register at the local registration office (Einwohnermeldeamt), just as every other student living in Frankfurt must do.

EU and EFTA citizens will neither have to register at the aliens' office (Ausländerbehörde) nor will they need a so-called residence permit.

Citizens of the following countries also do not need an entrance visa/student visa, but will have to register at the aliens' office (Ausländerbehörde) and apply for the residence permit after their enrolment in Germany.

- Australia
- Canada
- Israel
- Japan
- South Korea
- New Zealand
- USA



Your Course Selection

In the application template you are requested to indicate your pre-selection of courses. The International Office will send you the latest course curriculum from which you can choose the relevant courses.

Generally 30 ECTS per semester are considered full-time study. At the Frankfurt School, exchange students usually take on average 4 courses plus a German language course (30 ECTS overall). However the number of courses exchange students have to take also depends on the requirements of your home university. Please note that all courses are semester courses.

All the English-taught classes at the Frankfurt School are in the upper level of the bachelor programme. Students should have at least 4 semesters of studies before taking the classes.

Internship

If an internship is part of your exchange programme, please notify the International Office. We can support you in finding an internship but German language knowledge will be required. Otherwise it will be very difficult for you to find an internship.

German Language Course

Frankfurt School offers German language courses to all its international students. The language courses are optional and are offered at different levels (usually: beginners, intermediate, advanced). For each German language course you will get 6 ECTS. During the orientation days each student who wants to take a German language course is requested to do a language test in order to select the most appropriate course level.

Please note: When it comes to visa matters, it depends on your nationality and not the university you come from that determines the appropriate procedure. Example: If you study in a European country and have a residence permit for this country but your nationality is neither European, nor are you from one of the

Important note:

The International Office will automatically send an **invitation letter** to all students who live in countries for which a visa is required. The invitation letter is considered as **supporting documentation** for your visa application at the German embassy in your home country. If necessary, we can also address the invitation letter to a specific consulate or embassy.

If you apply for a visa and you are staying in one of our Students residences in Offenbach, please inform the embassy. This is important to make sure that all documents are sent to the alien office Offenbach and not Frankfurt.

Sometimes further supporting documents are required from the embassies. In this case, please contact us as early as possible. We will try to provide you with all required documents to ensure that your visa application is successful!

seven countries listed above, you need to apply for a student visa in Germany. If this is the case please contact the German Embassy of your country of origin or the German Embassy in your country of studies.

Countries for which a visa is required

Students from all other countries have to make arrangements to obtain a visa while still in their home country. Make sure you enquire about whether or not you need an entrance visa / student visa well in advance. In this case, entrance with only a tourist visa is not allowed. Prospective students from most countries will need an entrance visa.

Make sure you apply for the entrance / student visa as soon as possible at the responsible German diplomatic agency (embassy / consulate). An entrance/student visa is required for students from these countries in order to be able to enrol. An entrance visa will be converted into a residence permit for study purposes following enrolment. The conversion of a tourist visa into a residence permit for study purposes after entry into Germany is not possible.



Arrival and settling in

Pick-up

Pick-up-Service from the airport or train station to your accommodation

The International Office, in collaboration with FS Buddy, will arrange a pick-up-service for students arriving on regular working days (Monday-Friday between 8.00 a.m. and 8.00 p.m.). In order to make use of this service please inform us about your arrival details at least 3 weeks in advance.

From the airport to Frankfurt School of Finance & Management

Frankfurt has a good public transport network and it is very easy to reach the Frankfurt School. To get from the airport to the Frankfurt School please go to the regional railway station (Regionalbahnhof) for S-Bahn, regional and local trains at Terminal 1, Level 1. Trains arrive and depart from platforms 1 to 3.

There you have to take the S8 or S9 (direction Frankfurt Hbf, Offenbach or Hanau). You need to get off the train at the station „Ostendstrasse“. Frankfurt School is located two minutes from this train stop. When you get off the train, keep on walking in line with the direction of the train, take the exit "Ostendstrasse" and follow the sign "Frankfurt School of Finance & Manage-

ment, Bankakademie/HfB". At the top of the first escalator, keep left and take the second escalator. At the top, continue walking straight down the road and take a left turn at the next junction onto Umlandstrasse. Within the next 100 meters the Frankfurt School will be on your left-hand side. Continue walking straight ahead, the main entrance is located at the end of the main building, slightly to the left on the main road, Sonnemannstrasse. Ask at the reception for the person you want to talk to and he/she will come and pick you up.

Moving into your accommodation / opening a bank account

Your rental documents will be ready and waiting for you at the International Office. Here you will get your rental agreement, an inventory list and your keys before you can move into your room. If you get picked up by your FS buddy at the airport or train station she/he usually has all relevant documents already with her/him and you can go directly to the FS student residence in Offenbach.

Within the first week after your arrival, we highly recommend every student to open a bank account. This is of special importance for non-EU citizens when they are applying for the visa



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extension. Students who had to open a blocked account for their student visa to Germany must activate this account at the related bank. We would recommend opening a bank account within the Cash Group, where you can withdraw money from any bank within the group free of charge, and these banks are represented in almost every city in Germany. The following banks belong to the Cash Group: Commerzbank, Deutsche Bank, HypoVereinsbank, Norisbank, Comdirect Bank, Berliner Bank, UniCredit Bank and Postbank.

To pay your rent, we recommend a direct debit authorization allowing the FS to automatically debit the rent from your account. You can do this either at the International Office (don't forget to bring your bank account details) or online on My Campus. Please do NOT set up a standing order!

Warning:

Please make sure that there is always enough money in your account at the beginning of the month. The rent is normally taken on the 3rd working day of each month.

Registration Office & Alien Office

After moving into your new home, you must register your address at the local registration office (Einwohnermeldeamt). If you entered Germany with a student visa the registration office will then forward your data to the aliens' office (Ausländeramt). The International Office will inform you about the address, opening times and how to get there.

About three months after your arrival you must apply for a residence permit (visa extension) at the aliens' office. The International Office will provide you with a list of documents required for your visa extension. They will also help you to fill out the documents if you need support and they will support you in making the appointment at the alien office.



Orientation days

Prior to the semester start, the orientation days for our international students take place. During this time we will provide you with useful information concerning your study programme, you will have the chance to meet with your study advisors to discuss your final course selection, we will show you Frankfurt School's campus, our intranet system and many other important things.

If you decided to take a German language course, you will also write a German language test. Based on the result you will be allocated to a German language course that meets your level of knowledge.

Important information:

It is compulsory for every international student to participate in the orientation days. Please contact the International Office and ask for the schedule, also make sure that you book your ticket so that you arrive in time for orientation. We recommend that you come to Frankfurt a few days prior to orientation in order to get settled and feel comfortable with your new environment.

Before your departure back home

Before you leave Frankfurt there are some things you need to take care of. Before you leave for your home country you should check:

- Statement from the library that all books have been returned.
- De-register at the International Office
- De-register at the local registration office (Einwohnermeldeamt). In order to do so, go to the registration office one week before your departure. Show them your flight ticket / train ticket, they will then de-register you automatically.

For students who were assigned a room by the International Office:

Contact the International Office and make an appointment for checking out. Clean your room before checking out as well as the bathroom and the kitchen you were using. Room check will be done by a representative from the International Office. We will check whether everything is clean and nothing damaged. If everything is in order you will get the deposit and you will be asked to return your keys to the International Office.

Academic Calendar

Summer semester 2011

International student orientation	02.03. – 04.03.2011
First day of lectures	07.03.2011
Good Friday	22.04.2011
Easter Monday	25.04.2011
Labour Day	01.05.2011
Ascension Day	02.06.2011
Whit Monday	13.06.2011
Corpus Christi Day	23.06.2011
Lectures end	24.06.2011
Examination period (Bachelor)	25.06. – 02.07.2011

Winter semester 2011/2012

International student orientation	31.08. – 02.09.2011
First day of lectures	05.09.2011
German Unity Day	03.10.2011
Lectures end	23.12.2011
Examination period (Bachelor)	02.01. – 07.01.2012

Summer semester 2012

International student orientation	27.02. – 29.02.2012
First day of lectures	01.03.2012
Good Friday	06.04.2012
Easter Monday	09.04.2012
Labour Day	01.05.2012
Ascension Day	17.05.2012
Whit Monday	28.05.2012
Corpus Christi Day	07.06.2012
Lectures end	22.06.2012
Examination period (Bachelor)	23.06. – 30.06.2012

Winter semester 2012/2013

International student orientation	29.08. – 31.08.2012
First day of lectures	03.09.2012
German Unity Day	03.10.2012
Lectures end	22.12.2012
Examination period (Bachelor)	05.01. – 12.01.2013

Summer semester 2013

International student orientation	20.02. – 22.02.2012
First day of lectures	25.02.2012
Good Friday	29.03.2013
Easter Monday	01.04.2013
Labour Day	01.05.2013
Ascension Day	09.05.2013
Whit Monday	20.05.2013
Corpus Christi Day	30.05.2013
Lectures end	21.06.2013
Examination period (Bachelor)	22.06. – 29.06.2013

Please note that the examination dates for Masters courses are slightly different. Also note that dates are subject to change.

Status January 2011.

Notes:

Your contacts at the Frankfurt School of Finance & Management

The International Office is located on the second floor at the Frankfurt School.
Office hours are Monday – Friday 9.00 am – 5.00 pm.

International Office

Dr. Christina Heiss



Head of International Office

Responsibility: Relations to partner universities, programme development

Phone: +49 69 154008 315

Fax: +49 69 154008 4315

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Kathrin Meyer



Responsibility: Incoming students, accommodation

Phone: +49 69 154008 325

Fax: +49 69 154008 4325

Mobil: +49 173 3474964

Email: k.meyer@fs.de

Silvia Kribus



Responsibility: Relations to international organizations (e.g. DAAD), researcher & staff exchange

Phone: +49 69 154008 738

Fax: +49 69 154008 4738

Email: s.kribus@fs.de

Edda von Sommerfeld



Responsibility: Outgoing students

Phone: +49 69 154008 160

Fax: +49 69 154008 4160

Email: e.sommerfeld@fs.de

Emergency Telephone numbers

For non-critical incidents, we strongly recommend you call the International Office during business hours from Monday – Friday 9.00 am – 5.00 pm at 069 154 008325. In case of an emergency outside of our business hours please leave a message at the International Office or send us an email so that we can follow up as soon as possible.

If you have an emergency outside the regular business hours please contact:

Police	Phone: 110
Fire Brigade	Phone: 112
Ambulance	Phone: +49 69 19 222
Emergency Medical Department Frankfurt and Offenbach	Phone: +49 69 19292

Psychological Counselling

Psychologische Praxengemeinschaft, Bismarckstraße 98, 63065 Offenbach am Main	Phone: +49 69 82 36 96 36, Fax: +49 69 82 36 96 37 Internet: http://www.ppg-of.de/ Emergency hours for making appointments: Mondays to Fridays 09.00 to 09.30, Tuesdays and Fridays 13.00 to 13.30 Cooperation partners in the surgery are: Werner Gross, Gabi Böhmer, Antje Engler, Christiane Hupe (German-speaking only), Dagmar Losch, Monika Glas
Praxis für Angewandte und Klinische Psychologie Management, Prof. Dr. Norbert W. Lotz Sandweg 53 60316 Frankfurt am Main	Phone: +49 69 445139 Fax: +49 69 490070 Email: norbert.lotz@first-institut.de Internet: www.first-institut.de

What do you need to do?

To contact one of the cooperation partners to make a first appointment. When making the appointment please identify yourself as a student of our university. For the first appointment you will need your student identity card. This is merely a verification for the surgery. The costs for a comprehensive first counselling session are billed directly to the Frankfurt School. All further necessary therapy sessions are paid either by yourself or your medical insurance company. The Frankfurt School will only pay for the initial session and provides no guarantees for the success of the treatment. Please note: the doctor's surgery bills the Frankfurt School on an anonymous basis. Professional confidentiality is paramount. We are never advised which students availed themselves of this service. In this way privacy is guaranteed.



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