

# International Student Handbook



## MESSAGE FROM THE ACADEMIC DIRECTOR

Welcome to WHU – Otto Beisheim School of Management. WHU is a private, state-accredited business school of university rank located in the center of Germany – in Vallendar, just outside of Koblenz. The school has frequently been ranked top in international rankings, such as the renowned Financial Times rankings and the Wall Street Journal ranking and is accredited by AACSB, EQUIS and FIBAA.

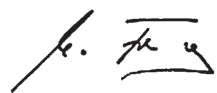
The school's main mission is to provide first-class education in management at all levels. We are known for the international orientation of our programs, our international joint ventures we have had for a number of years and our extensive student exchange programs. Our students have access to a network of partner universities which has grown to over 200 first-class institutions worldwide. Student exchanges are a very important element in our programs, because studying abroad deepens a student's knowledge of other cultures and increases both flexibility and mobility.

Just as WHU students spend considerable time abroad (one term at the undergraduate level and another term at the graduate level), we are happy to welcome many students from our partner institutions at our school and to offer them a unique learning environment. Currently, about 30% of the students on our campus come from abroad and we are proud that their number is growing continuously. We appreciate very much the contributions of our exchange students both in the classroom and outside, because they enrich the discussion and give our campus life an international flair.

Our Director of International Relations (Stefanie Schweins), together with her team as well as our Housing Office (Philomena Richartz and Sabine Neuer) do their best to advise every exchange student in his or her specific situation and needs. Furthermore, "VIP", our student initiative, has planned several activities to help you integrate quickly. And, last but not least, you will have the guidance of two buddies (WHU student and academic buddy). If you need any further assistance please do not hesitate to ask for help in our International Relations Office.

The program of studies at WHU offers you a thorough foundation in all areas of management. It addresses the different aspects of what future managers need to be aware of when working in a challenging international environment. In addition to general management issues, our course of studies also addresses questions like ethics, rhetoric, and other topics of personal development. Currently, 42 full professors and 17 assistant professors from Germany and abroad provide a learning experience that is driven by intellectual rigor and team leadership. On behalf of the entire WHU staff I wish you a pleasant and successful stay at WHU – Otto Beisheim School of Management.

Sincerely yours,



Professor Dr. Michael Frenkel  
Professor of International Economics &  
Academic Director of International Programs and  
Relations



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# International Relations at WHU

## WELCOME TO WHU!

The International Relations Team is looking forward to welcoming you at WHU! We are your first point of contact and we will do everything so that you can have a successful and unforgettable exchange experience! You will notice that you may be called "Tauschie" at WHU. "Tauschie" is the friendly nickname for exchange students at WHU and comes from the German word "Austausch", which means exchange.

This guide is designed to give you essential information on how to prepare for your arrival at WHU and in Germany. We hope that it will provide you with answers to most of the questions you may have about living in Germany and studying at WHU.

We are sure you will see that your decision to spend your exchange period at WHU was the best one you could ever make.

Your International Relations Team

## Discover our website:

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

## Follow us on Social Media:

WHUinternational



## THE TEAM

### Stefanie Schweins

Director International Relations  
Phone: +49 261 6509 160  
Email: [stefanie.schweins@whu.edu](mailto:stefanie.schweins@whu.edu)

### Andre Betz

Exchange Africa, Asia (except China and Singapore)  
Scholarship Coordinator (Erasmus+)  
MBA European Summer Program  
Phone: +49 261 6509 166  
Email: [andre.betz@whu.edu](mailto:andre.betz@whu.edu)

### Punam Khokle

Exchange USA  
International Marketing Coordinator  
Phone: +49 261 6509 162  
Email: [punam.khokle@whu.edu](mailto:punam.khokle@whu.edu)

### Isabella Wienchol-Rotondaro

Double Degree Programs  
Scholarships  
Phone: +49 261 6509 165  
Email: [isabella.wienchol-rotondaro@whu.edu](mailto:isabella.wienchol-rotondaro@whu.edu)

### Sophie Schulze

Exchange China, Singapore, Australia and New Zealand, Latin America  
Exchange MBA (inbound)  
Phone: +49 261 6509 164  
Email: [sophie.schulze@whu.edu](mailto:sophie.schulze@whu.edu)

### Kirstina Schwanitz

Exchange Europe  
+49 261 6509 163  
Email: [kirstina.schwanitz@whu.edu](mailto:kirstina.schwanitz@whu.edu)

### Athena Pui-Ying Chan

Exchange Canada  
Bachelor European Summer Program  
Phone: +49 261 6509 161  
Email: [pui-ying.chan@whu.edu](mailto:pui-ying.chan@whu.edu)



# WHU at a Glance

## THE SCHOOL

WHU – Otto Beisheim School of Management is an internationally oriented and privately financed business school. It is one of the most renowned German business schools with a high international reputation. Since its establishment, WHU has proved itself to be a paragon of future-oriented research and teaching in business administration. The range of courses includes a Bachelor and Master of Science Program, Full-time and Part-time MBA Program and the Kellogg-WHU Executive MBA Program. In addition to these courses, WHU offers customized programs for management which are tailored to the needs of the particular enterprise.

WHU also has the authority to award PhDs and professorships. Its international network includes over 200 partner universities on all continents with which there are exchanges of lecturers and students, as well as cooperation in research worldwide. WHU is currently accredited by EQUIS, AACSB, and FIBAA. Regular re-accreditations confirm that our Business School consistently meets or exceeds strict national and international standards.

## Academic Programs Open to Exchange Students

### Undergraduate Program:

- Bachelor in International Business Administration (BSc)
- Bachelor in Business Psychology
- 3-year program
- 80% or 100% of the courses are conducted and examined in English

### Graduate Programs:

- Master in Business Analytics (MSc)
- Master in Management (MSc)
- Master in Finance (MSc)
- Master in Entrepreneurship (MSc) Master in International Business (MSc)
- 17-month program / 90 ECTS credit track
- 21 months / 120 ECTS credit track
- 100% of the courses are conducted and examined in English
- Part-Time Master in Management

- Full Time MBA
- Part Time MBA
- Global Online MBA



More information about the programs can be found in the section "Academics"

## WHU FACT SHEET

September 2023

### Faculty and Staff

As of September 2023 if not stated otherwise

<b>Full Professors:</b>	42
Assistant Professors:	17
Adjunct Professors:	3
Honorary Professors:	15
External Lecturers:	57
Non-Academic Staff:	248

### Faculty Groups

Economics, Entrepreneurship and Innovation, Finance and Accounting, Management, Marketing and Sales, Supply Chain Management

### Founders and Benefactors of WHU

(financial year 2019/2020): 110 and many more friends and supporters

### Budget

(financial year 2021/2022): 53.8 Mio. €

### In Praxi e.V. – WHU Alumni Association

Approximately 6,700 members in 65 countries

### Accreditations

EQUIS, AACSB, FIBAA System Accreditation

### International Network

220 partner schools worldwide

### Locations

Vallendar, Düsseldorf

### Enrolled Students and Participants

As of September 2023 if not stated otherwise

Bachelor in International Business Administration Program (BSc):	672
Bachelor in Business Psychology (BSc):	44
Master in Management (MSc):	123
Master in Finance (MSc):	122
Master in Entrepreneurship (MSc):	80
Master in International Business (MSc):	48
Part-Time Master in Management (MA):	88
Full-Time MBA:	87
Part-Time MBA:	248
Global Online MBA:	108
Kellogg-WHU Executive MBA:	144
Doctoral Program:	225
<b>Students in total:</b>	<b>1,989</b>
Participants Executive Education (2021/2022):	1,372
Participants European Programs (including Summer Programs):	121
Exchange students:	379

### Core Leadership Team

#### Dean Professor Christian Andres

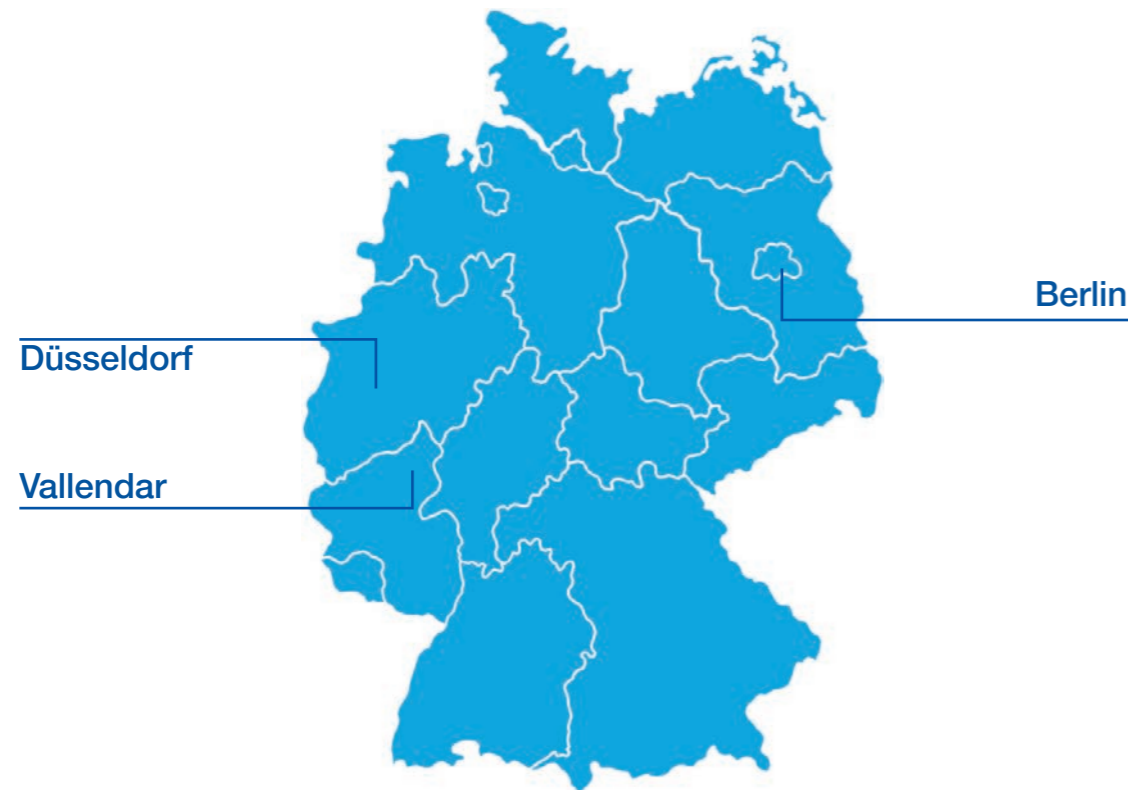
- Dean Professor Martin Jacob
- Associate Dean Professor Nadine Kammerlander
- Associate Dean Professor Christian Hagist
- Associate Dean Professor Carl Marcus Wallenburg
- Associate Dean Professor Jürgen Weigand
- Head of Administration Peter Christ

## MILESTONES

1984	WHU is founded as a private business school at university level	2010	Start of the Part-Time MBA Program in Düsseldorf WHU is accredited by AACSB
1993	WHU receives a generous donation to its endowment by Professor Otto Beisheim	2012	WHU achieves the FIBAA System Accreditation WHU opens its second campus in Düsseldorf
1997	WHU and the Kellogg School of Management (Evanston, Illinois) establish a joint EMBA Program	2013	Start of the Master in Finance Program
1998	WHU is the first German business school achieving the EQUIS accreditation	2016	WHU introduces a second intake in September in the Full-Time MBA Program
2001	WHU joins the German Research Foundation as the only private business school	2017	Start of the Master in Entrepreneurship Program
2005	WHU launches the Bachelor and Master of Science program; start of the Full-Time MBA Program	2019	Start of the Customized Master in Management and Entrepreneurship Program
		2020	Start of the Global Online MBA program
		2023	Start of the Master in Business Analytics Program



# Germany within Europe and the World



## GENERAL INFO

**Population:** About 83 million people, making it the 2nd most populous country in Europe.

**Government type:** Germany is a democratic parliamentary federation and consists of 16 federal states.

**Time zone:** Central European Time (CET)

**Official language:** German is the official language but many Germans speak also other languages.

**Geography:** The Federal Republic of Germany is located in the heart of Europe. Germany is surrounded by nine other countries: Denmark to the North, Holland, Belgium, Luxembourg and France to the West, Switzerland and Austria to the South, and the Czech Republic and Poland to the East. The country covers an area of 357,022 km<sup>2</sup>.

**Economy:** Germany is the 4th largest economy in the world and the largest economy in the European Union. It is the world's 3rd strongest exporting nation. German companies have an excellent international reputation and the sign "Made in Germany" stands for quality, innovation and advanced technology.

**Climate:** Germany lies between the West Winds of the Atlantic Ocean and the continental climate of the east. There is rainfall in every season. During the winter, temperatures can drop down to between 5°C (41.0 °F) and -10°C (14.0 °F). The summer temperatures range between 18°C (64.4 °F) and 30°C (86.0 °F).

## GERMANY'S POSITION

Germany is not only known for its economic strength, automobile industry and autobahn but also for the famous Oktoberfest and its traditional beer culture. However, Germany has more to offer than these commonly known facts.

### Germany and the EU

The European Union (EU) is a political and economic federation of currently 27 European independent member states. The members of this union are still sovereign and independent nations. However, they delegate part of their power of decision to supranational and intergovernmental institutions such as the European Council, the European Commission, the European Parliament and the Council of the European Union. This bundling leads to a stronger international influence and allows for common democratic European decisions while creating a single market which ensures the free movement of people, goods, services and capital.

<https://ec.europa.eu/eurostat/home>

[www.imf.org](http://www.imf.org)

Germany is the most populous country in the EU and German is the most widely spoken first language in the union. The German economy is the biggest economy within the EU and this makes it one of the leading forces within this union. Germany generates one quarter of the EU's GDP and the export sector is one of the driving forces of its economic strength. The country is known for its high quality and innovative products especially in the fields of environmental technology, engineering, chemical and electronic manufactures. Worldwide known companies such as Volkswagen, BMW, Daimler, BASF, Siemens and Bosch are just some examples of its internationally operating companies. However, the German economy is also extremely strengthened through its medium-sized companies which strongly contribute to Germany's success.

<https://www.discovergermany.com/>

<https://www.bundesregierung.de/breg-en>

### Germany – an education stronghold

Studying in Germany means to benefit from a high academic standard in a country with a rich history of scientists and explorers making it one of the leading countries in the field of research, science and technology. In addition, Germany, also known as the country/nation of poets and thinkers, offers a rich cultural heritage. Amongst those were Albert Einstein, Ludwig van Beethoven, Johannes Kepler, Johann Wolfgang von Goethe, Johann Sebastian Bach, Martin Luther, Karl Benz, Rudolf Diesel, Johannes Gutenberg and Richard Strauss – just to mention some of these outstanding people. The oldest German universities in Heidelberg, Cologne and Erfurt are dating back to the 14th century. The student population is equally divided between men and women and with about 12% of the overall student body being international students making it a very diversified community. The increasing number of English-taught programs and the international focus of higher-education institutions combined with intensive international student mobility create a unique and innovative study system.

### Food

Traditionally, food in Germany was mainly based on meat and potatoes but in recent years this has changed as cooking increasingly becomes a hobby and culture also incorporating the many international influences. The great regional variety within Germany varies from Sauerkraut and pork knuckle to pickled herring and all kinds of dumplings. Germany is also known for its wide choice of sausages and bread. There are about 300 different types of bread and about 1,500 different kinds of sausages.

However, this great variety is not only distinctive for food as Germany is also well known for its beer culture. There are about 5,000 different brands of beer ranging from dark beer to wheat beer to Pilsner. Each region and brewery produces beer with a distinctive taste and body. Especially in recent years, wine enjoys an increasing popularity. There are 16 wine-growing regions within Germany and Vallendar is located in one of them, the Middle-Rhine region.



## DOS AND DONT'S – SOME HANDY THINGS TO KNOW FOR DAILY LIFE

### Manners

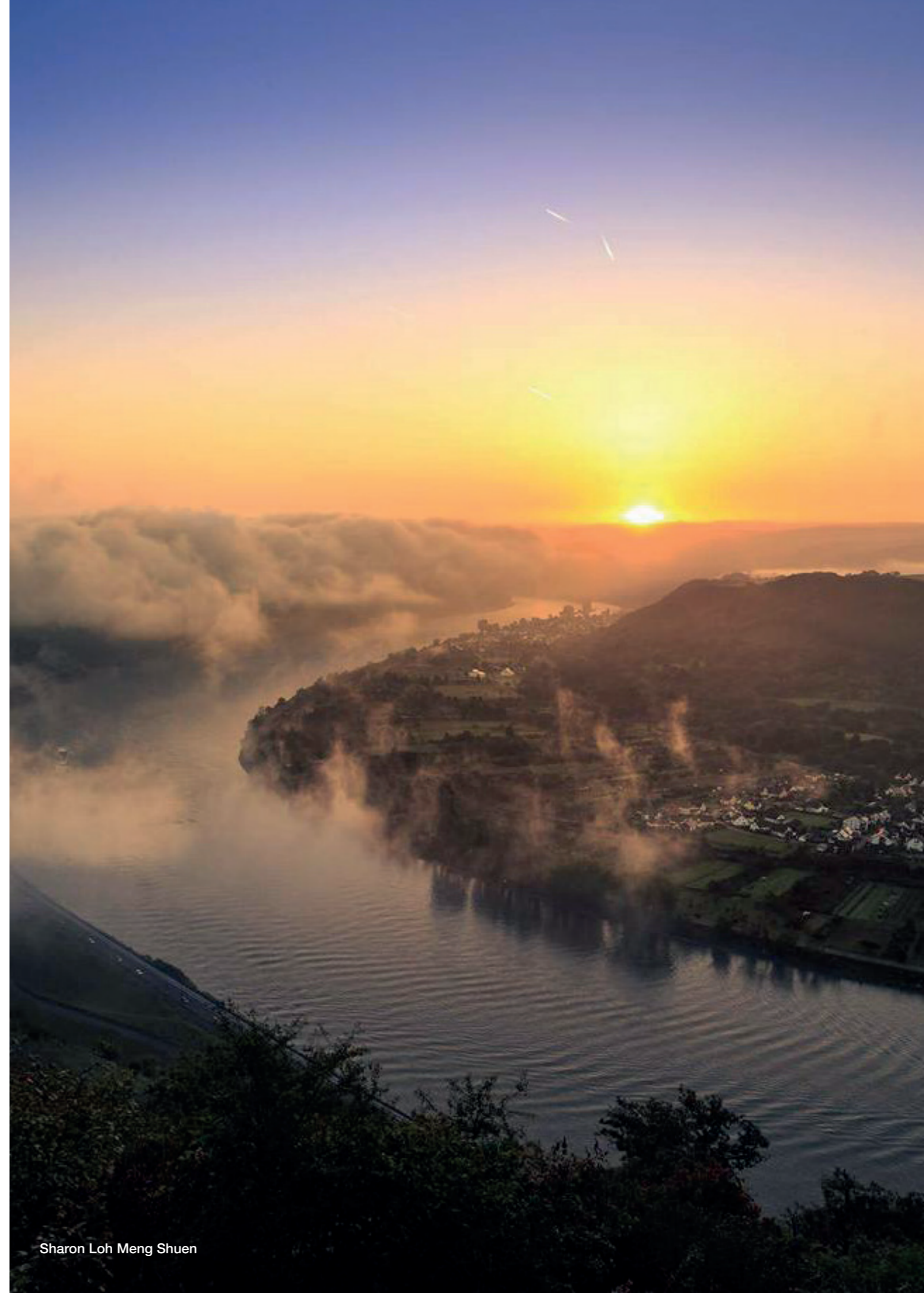
- In the German language there is a distinction between the formal you (“Sie”) and the familiar you (“du”). Adults usually address each other using the formal “Sie”. Generally, Germans take their time before using first names as they develop a closer friendship. When you speak to somebody with a title such as a professor than you should use the title and the last name to address him/her correctly.
- Greeting people in Germany might be different than back home. It is very common to shake hands except for friends and family or when entering a public office.
- Germans place a high value on punctuality, especially when you have official meetings or appointments such as with a doctor, professor or colleague.

### Shopping

- Credit cards are not as common as in other countries, such as the U.S., which means that some of the stores or restaurants might not accept them. So be prepared to pay in cash or with an EC bank card (a German bank account is needed).
- Price tags used in Germany already include the value-added tax (VAT, “Mehrwertsteuer”/MwSt.). You can see the amount of the VAT on your receipt.
- To be able to shop in a grocery store or supermarket with a shopping cart you need a one Euro coin. This coin will be inserted in a slot as a deposit.
- When paying your groceries you have to pack them at the same time. This will not be done by the cashier or a bagger.
- Shopping bags in grocery stores and supermarkets are not for free. Either you bring your own bag or you have to pay for every bag you need.
- Most bottles in Germany (glass or plastic) have a bottle deposit. You get this deposit back when you return the bottles (it does not have to be the same store in which you bought them).

### Leisure time

- Enjoying a drink or meal in the restaurant might also involve some new insights. Restaurants do not serve tap water. You have to order bottled water which is mostly sparkling. Drinks are usually served without ice. Tip (1-2 Euros) is given directly to the server and is not left on the table.
- Compared to other nations Germans are rather reserved to invite people to their home. Dropping in unannounced is only common among good friends. However, if you are invited it is always nice to bring a little gift for the hosts.
- The German law regulates special rest times, e.g. from 10 p.m. to 6 a.m. during the night and 1 p.m. to 3 p.m. during noon. Offending this rule, especially at night time, might upset your neighbors who might call the police.





## A UNIQUE EXPERIENCE – WHAT WHU HAS TO OFFER

Besides its outstanding academic programs, studying at WHU also gives you the possibility of exploring Germany and Europe right from the center of it.

The school is embedded in one of the nicest regions within Europe, the Upper Middle Rhine Valley. This region is an UNESCO World Heritage site which covers an area with a length of 65 kilometers. This part of the Rhine Valley is characterized by numerous castles, historic sights and villages and is surrounded by beautiful vineyards which shape this great scenery.

However, this location not only offers an insight into age-long history but is also closely connected to the metropolises Frankfurt and Cologne. The capital Berlin as well as cities such as Munich and Hamburg can easily be reached within a couple of hours. The saying “in Europe, everything is only a stone’s throw away” turns out to be self-fulfilling in this place. During your exchange at WHU you will have the unique opportunity to study with other exchange students from our more than 200 partner universities all over the world. At the same time you will be a part of the small but very vibrant WHU community developing lifelong friendships.

## OUR STUDY ABROAD AMBASSADORS

Who to give you a better impression of what studying at WHU is like than former exchange students! They are able to give you the first-hand information, share their experiences and introduce you to studying at WHU and life in Germany. Our Study Abroad Ambassadors are your perfect resource and will answer all your questions and give hands-on advice. All our ambassadors have spent one to two semesters at WHU or are WHU students who are engaged in our student initiative VIP (Vallendar Integration Program). VIP students will help you integrate into the WHU community and general life in Vallendar. To get in touch with them just visit our website: [www.whu.edu/exchange](http://www.whu.edu/exchange)



**Kayleigh Morgan, University of Oregon, USA**

„Studying abroad at WHU has been an extraordinary journey that has brought me immense joy. I have cherished every moment in Vallendar, where the school fosters a welcoming environment with numerous events and meetings. WHU is highly effective in providing essential information and prepares students thoroughly for their study abroad experience. My knowledge of international business and marketing has grown significantly through engaging lectures and expert professors. I am deeply grateful for this valuable experience and the life long connections I've made.“

**Adrian Wong, Hong Kong University of Science and Technology, Hong Kong**

„As a university student from Hong Kong, my experience here has been absolutely amazing! Being immersed in a new culture, language, and academic environment has been eye-opening and incredibly rewarding. The people at WHU are so friendly and welcoming, and I've made friends from all around the world. The classes are challenging but engaging, and they've really expanded my perspective on global business. Outside of class, I've had a blast exploring the beautiful surroundings, attending cultural events, and going on adventures throughout Europe. I would highly recommend WHU to any student looking for an unforgettable exchange experience!“



## EXPLORE GERMANY

Germany's central position within Europe, a perfect starting point to explore Europe, is not the only reason for establishing it as one of the top travel locations worldwide. The country's diverse landscapes, culture and history also strongly contribute to its popularity.

Besides the metropolises Berlin, Munich, Cologne and Frankfurt on the Main, Germany also offers spectacular landscapes such as the Wadden Sea in the north, the romantic river valleys in the middle and the snow-covered Alps in the south.

Germany offers 46 UNESCO World Heritage sites such as the Upper Middle Rhine Valley, Cologne Cathedral or the Classical Weimar together with about 4,000 museums and more than 400 theaters and opera houses. Germany is a place where you can travel through history by visiting one of the century old 5,000 castles or places while at the same time experiencing recent history when walking along the former course of the Berlin Wall and still seeing some original pieces of it.

Come and see for yourself!



Eltz Castle





Alex Mueller

**Neuschwanstein Castle**

The castle served as the inspiration of the world-famous Disney Castle and is one of the most visited castles in Germany and Europe.

**SOME TRAVEL TIPS**

**Port in Hamburg**

The second busiest port in Europe is located in Hamburg. The port is also called Germany's "Gateway to the World".

**Former German Wall in Berlin**

Follow the double row of cobblestones which mark the former course of the Berlin Wall.

&

**Brandenburg Gate in Berlin**

Built in the 18th century the Brandenburg Gate was integrated into the Berlin wall and today it is the most well-known landmark in Berlin and a symbol of the reunification.

**Carnival in the Rhineland**

Especially Cologne is known for its jolly carnival celebration with a seven kilometer long parade route and about 10,000 visitors.

**Cologne Cathedral**

The cathedral is one of the largest churches worldwide with towers of about 157 m (515 ft) height.

**Church of Our Lady in Dresden**

The baroque church is an impressive symbol showing the destructive power during World War II but also the international reconciliation.

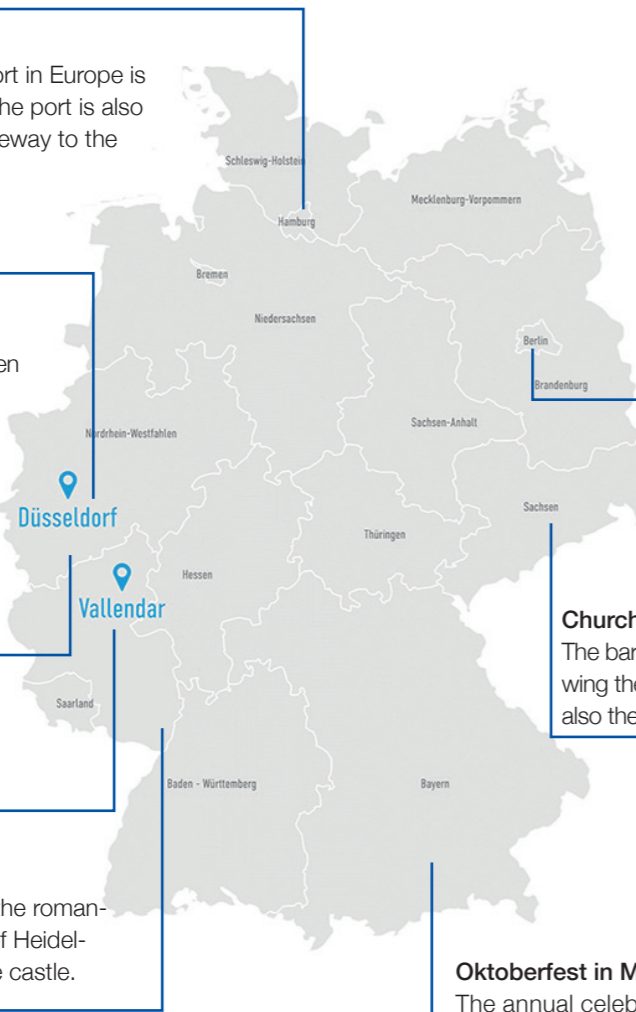
**WHU Vallendar**

**Heidelberg**

Enjoy the vivid history in the romantic and scenic old town of Heidelberg and its Renaissance castle.

**Oktoberfest in Munich**

The annual celebration is the largest beer festival worldwide.



**VALLENDAR**

Vallendar is a lively small town located on the banks of the Rhine, which unites the atmosphere of ancient tradition and typical regional charm. The town's distinguishing feature – old bourgeois houses dating from the 17th and 18th centuries – are for the most part timber-framed buildings displaying exquisite beam carvings. Since 1934, Vallendar has been a government-approved health resort, offering Kneipp treatment and pure air for convalescence. The charming surrounding countryside offers many attractive walks and hiking routes. In the summer months, daily boat trips are operated along both the Rhine and the Moselle.

**Shopping**

Besides some smaller shops (butcher, bakery, etc.) you will find some larger ones like ALDI, REWE or LIDL. Stores are usually open from 8:00 a.m. until 8:00 p.m. Monday through Friday, and normally from 8:00 a.m. to 2:00 p.m. or 6:00 p.m. on Saturdays. From Monday to Saturday, REWE in Vallendar is open from 7:00 a.m. until 10:00 p.m. All stores are closed on Sundays and public holidays, so be sure to plan your shopping accordingly. If you forget to do your grocery shopping, however, don't panic! Restaurants and gas stations will be open on Sunday and public holidays, so you won't starve!

**Banking**

There are two banks right in front of WHU, Sparkasse Koblenz and Volksbank Vallendar. Both – Sparkasse and Volksbank – accept Eurocard, Mastercard and Visa, all of which can be used at the ATM. Most banks are open from 8:00 a.m. to 12:30 p.m. and from 2:00 to 4:00 p.m. Monday through Friday (although most stay open a little longer on Thursday).

**Other eateries**

- Metzgerei Glaß (Butcher), Heerstraße 26
- Bäckerei Klingseisen (Bakery), Heerstraße 30
- Atun Döner Kebab Haus, Marktstraße
- Grill Time, Westerwaldstraße 7

**Restaurants**

- Pizzeria Rialto, Löhstraße 77 (Nice Italian food. Also take-away)
- Die Traube, Rathausplatz 12 (Quality German food. A bit pricier)





## KOBLENZ

You will find the world famous “Deutsches Eck” (German Corner), standing at the confluence of the Rhine and the Moselle in Koblenz, six kilometers from Vallendar. Koblenz is one of Germany’s oldest and most beautiful cities.

The 2000 year old town of Koblenz is caught in between the picturesque landscapes of the Rhine and Moselle and surrounded by four low mountain ranges. Its abundance of cultural monuments and historical buildings, the cosy little lanes and alleyways, the relaxed and jolly atmospheres of its squares and river promenades make Koblenz a sympathetic town where its guests feel right at home. The view from high above the Rhine at Ehrenbreitstein Fortress (118 metres) across “Deutsches Eck” with its re-erected monument, the “Reiterdenkmal” is simply breathtaking. It is a meeting point for visitors from all over the world who are on their way to discover the fascinating landscape between the Rhine and Moselle.

Wandering through Koblenz will give you an idea of its fascinating character: romantic little lanes and historical squares intermingled with shops, restaurants and cosy taverns. A walk from the market place “Florinsmarkt” to the square “Münzplatz” and from there on to “Jesuitenplatz” will take you past beautifully restored shops and offices, the churches “Florinskirche” and “Liebfrauenkirche” and numerous cultural monuments along the way. Modern shopping centers can be found amidst Koblenz’ historical surroundings. In between, take a break in one of the original wine bars or sit in the open air and relax and enjoy the sights around you. From here, the river banks of the Rhine or the Moselle are only a few steps away and you can take a stroll along the promenade while taking in the UNESCO world heritage site that is the Upper Middle Rhine Valley.

Koblenz was given its name by the Romans with the construction of “Castellum apud Confluentes”. Visitors on the trail of Koblenz’s past find themselves caught up in the history of a town which, for centuries, has been captured by the Francos, chosen by dukes (electoral princes) as residence, occupied by the French and ruled by Prussia. Fortress walls and towers, castles, residences, monuments and parks paint a convincing picture of the town’s eventful past. Emperors, dukes and kings have resided in Koblenz. Visitors from all over the world discover the buildings and cultural heritage they left behind. The notion that food and drink soothe the body and soul does not just apply to Koblenz. Nevertheless, savouring the specialities from this region is a particular and unique experience. Enjoy original dishes such as “Deppekooche” (potato pancakes made of grated potatoes, bacon and onions), together with a young or mature wine from the steep slopes of the Moselle vineyards or the Rhine valley – simply irresistible.



### Pubs

Irish Pub

(Burgstraße 7)

For Guinness drinkers. Always something going on. Take a look, even if there is nowhere to sit.

Café Pfefferminzje

(Mehlgasse)

Very small. During the day tasty cheap snacks.

Mephisto

(Eltzerhofstraße 1 3)

Loud, smoky, narrow. Young crowd, so you’ll meet a lot of WHU students.

Königsbacher

(Görresplatz)

Enjoy and experience German beer culture.

Gecko Lounge Cocktailbar

(Gemüsegasse)

Cosy atmosphere in the vaulted cellar.

Café Baumann

(Löhrstraße 93),

Beautiful Vienna-style café, amazing German cake and „Torte“

Havana Restaurant & Cocktail Bar

(Kornpfortstraße 6)

Cuban restaurant, good food, various cocktails, nice bar, Cuban music.

El Castillo

(Schlossstraße 51)

Spanish bistro and bar with tapas

Weinhaus Hubertus

(Florinsmarkt)

Typical German wine restaurant.

### Dance clubs

die ZWEI (City Center / Firmungsstraße)

Right in the Center of Koblenz! Different music styles depending on the current program.

Agostea (City Center / Clemensstraße)

Right in the Center of Koblenz! Different types of music depending on the night you go.

Zenit (City Center/Poststraße)

Various types of music depending on the theme of the night.

Good weather suggestions

All around the “Jesuitenplatz” there is something going on. Enjoy the ice cream parlors or have a beer at Lorenz Veltins or at Einstein.

Kaiserin-Augusta

Large beer garden surrounded by trees, next to the Rhine. View of the “Ehrenbreitstein” fortress. To get another beer, head in the direction of the town along the river and you’ll find another beer garden, “Pegelhaus.”

Maximilians Brauwiesen (Lahnstein)

If you’ve been to “Oktoberfest” in Munich, you may see some similarities. Homemade beer, and it tastes good. You can even take a small barrel home.

Gretchen’s Garten (Urbar)

Nice place on the Rhine, between Vallendar and Koblenz.

Alte Mühle Thomas Höreth

(Mühlental 4, Kobern-Gondorf/Moselle)

About 30 minutes away by train or car, nice walking paths, nice view, good local wine, food, historical court.

Gutsschänke Schaaf

(Fährstraße 6, Winnigen/Moselle)

About 25 minutes away by train or car on the left side of the Moselle, direction Cochem/ Trier. Nice wine village,

inner court with art gallery. Wine from this region.

### Live music, art and cabaret

Café Hahn (Koblenz-Güls)

Often good concerts, always a lot of people, get your tickets early.

Kulturfabrik (Mayer-Alberti-Straße)

Everything happens there, concerts, plays, clubbing.

Sporthalle Oberwerth (Jupp-Gauchel-Straße 10)

Pop and Rock concerts, sports events.



# Academics



## Academic Programs and Chairs

The following academic programs are offered at WHU to exchange students:

### Undergraduate

- Bachelor in International Business Administration (BSc)
- Bachelor in Business Psychology (BSc)

### Graduate

- Master in Management (MSc)
- Master in Finance (MSc)
- Master of Entrepreneurship (MSc)
- Master in International Business (MSc)
- Master in Business Analytics (MSc)
- Part-Time Master in Management (MA)
- Full-Time MBA
- Part-Time MBA
- Global Online MBA

## Academic groups at WHU

### Economics

- Institute for Industrial Organization
- Chair of Behavioral Economics
- Chair of Econometrics and Statistics
- Chair of Economic and Social Policy
- Chair of Macroeconomics and International Economics
- Chair of Monetary Economics
- IHK-Chair of Small and Medium-Sized Enterprises
- Center for EUropean Studies (CEUS)
- Center for Non-Profit Management and Social Impact
- Center for Responsible Leadership

### Entrepreneurship and Innovation

- Institute of Family Business & Mittelstand
- Chair of Entrepreneurship
- Chair of Entrepreneurship and Creativity
- Chair of Entrepreneurship, Innovation and Technological Transformation
- Chair of Family Business
- Chair of Innovation and Corporate Transformation
- Chair of Technology and Innovation Management
- Center for Sports and Management
- Entrepreneurship Center
- Sustainability Management Center

### Finance and Accounting

- Chair of Behavioral Finance
- Chair of Corporate Finance
- Chair of Empirical Corporate Finance
- Chair of Empirical Capital Market Research
- Chair of Finance
- Chair of Household Finance
- adidas Chair of Finance, Accounting and Taxation
- Chair of International Accounting
- Chair of Mergers and Acquisitions
- Center of Asset and Wealth Management
- Financial Accounting & Tax Center (FAccT Center)

### Management

- Institute of Management Accounting and Control (IMC)
- Chair of Corporate Management and Change
- Chair of Leadership
- Chair of Leadership, Networks, and Organizations
- Chair of Organizational Behavior
- Chair of Organization Theory
- Chair of Strategic Management
- Center for Controlling & Management (CCM)

### Marketing and Sales

- Chair of Digital Marketing
- Chair of Market Research
- Chair of Service Psychology
- Chair of Sales Management and Business-to-Business Marketing
- Chair of Strategy and Marketing
- Center for Market-Oriented Corporate Management (CMM)
- Henkel Center for Consumer Goods
- Apl. Professorship of Marketing

### Supply Chain Management

- Institute for Logistics Management
- Mercator Endowed Chair of Demand Management & Sustainable Transport
- Chair of Business Negotiations & Procurement I
- Chair of Business Negotiations & Procurement II
- Chair of Logistics Management
- Chair of Logistics and Services Management
- Chair of Operations Management
- Chair of Production Management
- Asia Center

## Bachelor in International Business Administration (BSc)

The Bachelor of Science Program at WHU is designed as an undergraduate university degree for suitably qualified, high performing high school graduates interested in a broad-based, inter-national course of studies. The program is knowledge-based, but also puts great emphasis on practical experience. Two internships and an exchange semester form an integral part of the program. The perfect study conditions guarantee a comprehensive course of studies with outstanding quality in six semesters.

[www.whu.edu/programs/bachelor-program](http://www.whu.edu/programs/bachelor-program)

## Bachelor in Business Psychology

<https://www.whu.edu/en/programs/bachelor-program/bachelor-in-business-psychology/>

## Master in Management (MSc), Master in Finance (MSc), Master in Entrepreneurship (MSc), Master in Business Analytics (MSc)

The Master of Science Program at WHU, as a consecutive business science degree, targets outstanding, performance-oriented graduates of Bachelor business studies programs, who are keen to work in an international context. The program builds on existing business fundamentals, while at the same time offering a pronounced focus on extensive practical experience. The compactly structured program lasts seventeen months and ends with the award of the Master of Science degree. Successful completion of this course is a prerequisite for students wishing to enter the Doctoral Program.

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

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

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

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

## Master in International Business

<https://www.whu.edu/en/programs/master-of-science-programs/master-in-international-business/>

## Full-Time and Part-Time MBA

The MBA Program is designed for young academics from various fields, who have at least two years of professional experience following their undergraduate studies. The aim of this 15-month program is to equip participants from all over the world with the skills to identify and master strategies, changes and competition in an international context and to advance them personally in their careers. A maximum class size of 30 ensures an excellent learning environment between professors and students. The interdisciplinary exchange aspect is ensured by the different speciality backgrounds of the various participants.

<https://www.whu.edu/en/programs/mba-program/>

## Global Online MBA

<https://www.whu.edu/en/programs/mba-program/global-online-mba/>





## Course and Program Particularities

### Course offer

Students will be allowed to follow courses according to their academic background and program studied at their home school and can choose from almost all courses offered in all semesters of the respective study program during their exchange at WHU. 80% to 100% of the courses in the undergraduate program and 100% of the courses in the graduate programs are taught in English. Courses at WHU do not have course codes. In general, courses from a higher semester are more advanced. As the semester at WHU is divided into two quarters (please check also the section “Academic Calendar and Admission Procedure”), courses are usually only taught in one quarter but there are also some courses running through both quarters. Information about courses that have been offered during past terms and that are currently offered is available through our online course guide.

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

This course guide is only an initial a reference in order to be able to discuss the course approval with your home institution. Please keep in mind that this tentative course guide is subject to change and your final course selection can only be made once your term has started at WHU.

### MBA admission requirements

Master and MBA students can take courses from both the Master of Science and the full-time MBA program offered at WHU. However, please note that in order to be able to take MBA classes you must fulfill the following prerequisites:

1. Minimum age: 24 years
2. Language requirements: English as mother tongue or currently studying in an entirely English taught and examined program or TOEFL score of at least 100 points (internet-based)
3. In addition, Master students (non-MBA) need to show proof of two years of working experience (full-time job or full-time internships in business administration)

### Special MBA Program information

MBA courses are not organized in the quarters mentioned above. They begin during different weeks and months of the term. Each course consists of 6 sessions and is usually spread over a period of two weeks, with lectures taking place for 3 to 4 hours per session (including breaks). Exams take place on different days during the term!

### Language requirements

Undergraduate and graduate (non-MBA) exchange students do not need to show proof of their proficiency in English. In those cases, the selection process of our partner universities is sufficient. Graduate students (MBA, MSc) wishing to enter the MBA program, however, do need to show proof of their English proficiency (please see section “MBA admission requirements”).

### Course registration

Course registration will be performed upon arrival through our intranet. There will be a special information session about this during the orientation days. You will have access to a detailed schedule of classes and exams upon arrival at WHU. It will be available in our intranet ([www.my.whu.edu](http://www.my.whu.edu)). You will receive your login data during the orientation days.



### Workload

A regular workload for exchange students at WHU is considered to be 5 to 7 courses per semester. However, you should always discuss your choice of courses and the amount of credits/courses you need with your home university to make sure that your semester abroad will be validated back home as your home university will decide which courses are applicable to your program of study and how many courses are required for a full semester.

### Class format

WHU offers different class types ranging from regular classes, running one quarter, to compact courses with a duration of just two or three full days. Depending on the individual course there are different methods of assessment (exams, papers, presentations etc.). In general a course has 24 contact hours in total which are differently scheduled within the semester e.g. a class each week, a three days compact course, a seminar-type course.

### Exams

Exams will be held during the last week of each quarter. However, there may be some exceptions.

### Credit transfer and ECTS

Credits at WHU are stated in ECTS credits. ECTS, the European Credit Transfer and Accumulation System, is a standard for comparing the study volume / workload and performance of students of higher education across the European Union and other collaborating European countries. The system is used to facilitate the transfer and progression of course achievements throughout the European Union. 1 ECTS credit equals 25-30 hours of overall workload, i.e. including contact hours, group work, cases, lecture and exam preparation.

## Grading scheme

Grades at WHU are based on the following scale:

WHU Grading System		Definition
1.0 to 1.5	sehr gut	very good (an excellent performance)
1.6 to 2.5	gut	good (a performance far above average)
2.6 to 3.5	befriedigend	satisfactory (a performance which meets average requirements)
3.6 to 4.0	ausreichend	sufficient (a performance which despite its deficiencies still satisfies the deficiencies)
above 4.0	nicht ausreichend	fail (a performance which no longer meets requirements due to considerable deficiencies)

### Transcripts

After the term has finished and all grades have been reported to our examination office, the International Relations Office will send out the transcripts to the international office of your home institution. Please note that all courses you have registered for through our intranet will appear on your transcript including the grades you have received.

# Student Life – Outside the Classroom

## German language courses

German is the official language in Germany. It is also spoken in other European countries, such as Austria, Liechtenstein and Switzerland. Native German speakers make up the highest number of native speakers in the European Union and German belongs to the ten most important languages in the world. The German language is characterized by a wide range of regional accents and dialects. This variety of languages reflects the wide variety of regional cultures and habits in Germany and is a source of many jokes. However, there is the standard German (called “Hochdeutsch”) and it is spoken in many regions of Germany.

WHU offers free German classes for all exchange students. Each student will have the opportunity to take a placement test with one of our German teachers during our orientation days.

The following levels are offered and students are placed in the level according to their knowledge of German:

- Prep-Course
- Level I: Basics
- Level II: Intermediate
- Level III: Advanced
- Level IV: Proficiency

Please consider that our German courses are not separated into quarters. This means each course will have classes during the whole term and the exam will be held at the end of the term.

Methods of instruction:

- Communicative approach
- Exercises to encourage and initiate individual and independent study of German
- Individual, partner and group work

Course content:

- Studying and living in a German-speaking country
- Socio-cultural aspects
- Relating to others
- Politics, culture and literature

Course material will be given to you during the first class. At the end of the course you will take an exam. The result you obtain in this exam will also appear on your final transcript. In addition to the final transcript, on which all classes you took at WHU are listed, you will receive a special certificate showing your participation in the German class.

### Preparatory classes and online courses

If you are interested in learning some German prior to your stay at WHU, you can find information regarding non-WHU German courses at the Goethe-Institut. The Goethe-Institut is Germany’s cultural institution operating worldwide.

Portal Deutsche Welle offers various free materials for learning German such as audio courses, games for your smartphone or slowly spoken news. Please find more information at the following websites:

[www.goethe.de](http://www.goethe.de)      [www.dw.com](http://www.dw.com)

German classes are also offered by the “Institut für Internationale Kommunikation” at the University of Düsseldorf.

[www.iik-duesseldorf.de](http://www.iik-duesseldorf.de)

### TestDaF

TestDaF is a centralized and standardized language test for German as a Foreign Language. WHU is a Test-DaF-Center.

Therefore, you have the possibility to take the TestDaF at WHU in April. For more information, please contact the German language teachers once you arrived at WHU.

### Tandem – language exchange program

You will have the possibility to find a German student studying your native language as a conversation partner. We suggest you meet at least once a week for about one hour, practicing half of the time German, the other half your language and speaking about cultural themes. When, where and how often you meet is to be decided by you and your partner. You can sign up for a tandem partner via our Facebook group.

## Buddy Program

During your stay at WHU, you may be assigned a student buddy, upon your registration. The student buddy can help you out with all “regular” questions concerning studying at WHU and everyday life (at WHU and in Germany).

Your student buddy will contact you, so that you can already get in touch via email before your arrival and communicate about possible questions. If you wish so, your student buddy might also pick you up at the train station when you arrive. Just ask him/her about this possibility. Your student buddy can show you WHU and Vallendar, take you to meet his/her friends, have a coffee with you etc. It is a great opportunity to meet German students and to integrate into the WHU student body!

## Career Center

WHU’s Career Service is the point of contact between companies, students and alumni. By conducting numerous career activities for students in all programs – including exchange students – we offer occupational orientation and an exciting platform for networking with company representatives and Alumni. There are two major recruiting fairs on WHU’s annual calendar. The first, a two-day recruiting event called “Master Your Career”, takes place at the end of January of each year. The second, “Career Day”, invites students and companies to get to know each other and takes place every year in September or October.

Throughout the year, companies that support WHU get the exclusive chance to present themselves to students during an evening event. All WHU students are invited to these presentations which are usually followed by a networking dinner offering another great chance for students to network with company representatives.

Additionally, WHU’s Career Service organizes workshops, trainings such as application and interview training, or talks on various topics with external trainers, Alumni or company representatives. Annually, more than 50 companies are active at WHU – among them both long-term partners as well as new interesting businesses.

You will receive a regular newsletter informing you about all WHU career activities. It also includes internship and job offers as well as interesting news from our sponsor companies or alumni. You are also invited to contact Career Service for individual counseling, especially if you are looking for an internship or job in Germany or Europe. With our open-door policy, we offer you an easy and direct way to get in touch with us – we are looking forward to meeting you!

Your WHU Career Center Team

[www.whu.edu/de/programme/career-center](http://www.whu.edu/de/programme/career-center)

Among others, WHU fosters cooperation with:

Telekom  
BASF  
SAP  
Adidas  
Henkel  
McKinsey & Partner  
Deutsche Bank  
Lufthansa





## Student Initiatives

Many of the WHU students take the time to enrich their university life by engaging in one of countless student initiatives. Be it sport, music, art, theater, the stock exchange or social commitments – campus life offers something for everybody. Barely a class leaves WHU without having added a new initiative to the list. Here are some examples:

### VIP – Vallendar Integration Program

VIP stands for “Vallendar Integration Program” and we will try to help you to integrate into the student community here at WHU. Tauschies are an essential part of our lives as WHU students. Each term, exchange students from all over the world represent about one quarter of our student community at the university, and all of us are very committed to make your stay an enriching and pleasurable experience. Before you arrive at WHU we are happy to help you with all kinds of questions regarding student life in Vallendar. Then, at the beginning of your stay, you will get the opportunity to take part in our welcoming activities, such as BBQs and team building events. In the course of the semester we will arrange a number of trips to different locations and events, e.g. an excursion to the famous Oktoberfest in Munich. You can also get advice from VIP on how to apply for an internship or a job in Germany and we can support you if there is a trip or event you want to organize during your stay. We will meet you during the orientation days from the International Relations Office. We are looking forward to meeting you and to welcoming you as a Tauschie at WHU in Germany!

### WHU Euromasters

The international sports festival “WHU Euromasters” has been organized by WHU students since 1997 and has become the largest and most significant business school sports festival in Europe. Euromasters brings together business students from universities throughout Europe and, in addition to offering top-class sport, makes a unique contribution to the generation of student networks and contacts. On the first weekend of November every year, almost 1,000 students from top schools in Germany, Italy, Belgium, the Netherlands, the UK and Switzerland compete against one another in basketball, cheerleading, soccer, rowing, relay running and volleyball. The closing ceremony, traditionally held on a Saturday evening, is celebrated in form of a huge party following the relay race.

[www.whu-euromasters.com](http://www.whu-euromasters.com)

### Theater group

The WHU student theater group has been in existence since fall 1989. Its founder was Philipp Burgdorf (Diplom class of 1993), who received acting and directing classes during a year abroad. Over the years, the amateur actors have delighted audiences with their performances, including classics by Sartre, Camus, Dürrenmatt and Shakespeare, as well as comedies by Arnold/Bach, Simons. The WHU theater group is known for the extraordinary dedication of the constantly changing members of the ensemble, great attention to detail and very different types of characters. The rewards for all this effort are regular sell-out performances and rapt audiences that are not limited to members of the WHU community, since all performances are open to the public.

### Confluentes

Confluentes e.V. is the students' consultancy at WHU – Otto Beisheim School of Management. It aims at providing businesses with the expertise and capacities of WHU's Bachelor, Master and Ph.D. students. Since 1994, Confluentes conducts projects covering the whole value chain, developing efficient and effective solutions. Currently, about 400 students from all programs engage in approximately 70 projects per year and across all sectors, ranging from family business to DAX companies (stock index of Germany's largest firms). Thereby, students can contribute theoretical knowledge from their studies and leverage experience from internships to further develop their practical skills. In addition, close cooperation with chairs and research centers as well as with WHU's alumni network contributes towards a close symbiosis of science and praxis. Of course, your work on a project will be remunerated. Furthermore, all profits raised by these projects benefit the university and its direct environment.

[www.confluentes.de](http://www.confluentes.de)

### Conferences

WHU has a very active student body which is not only involved in student initiatives but also in organizing and conducting international topclass conferences in different fields such as Campus for Finance,

[www.campus-for-finance.com/](http://www.campus-for-finance.com/)



For information about other student activities and initiatives, please have a look at the following website:

[www.whu.edu/programs/student-life/whu-student-clubs/](http://www.whu.edu/programs/student-life/whu-student-clubs/)



# Feel @ Home

## Housing Information

As Vallendar is a small town, WHU can only offer very few housing options directly located next to the university buildings. Our housing coordinators Philomena Richartz and Sabine Neuer will assist you in finding the appropriate type of accommodation. Regarding life in Vallendar, we would like to emphasize that the center of Vallendar is surrounded by several hills. Some apartments, for example the apartments at "Humboldthöhe", are located uphill or half way uphill and other housing options are within 5 to 20 min walking distance. In Vallendar, it is quite usual to walk about 10 to 20 minutes to the center where WHU buildings, shops and bus stations are located. If you would like our housing office to help you find an accommodation, please indicate this in your online application.

Please be assured that our Housing Office will make every effort to find suitable housing for you, but it is each student's responsibility to secure accommodation. Philomena Richartz and Sabine Neuer will offer you a housing option according to your indications in the online application. After your acceptance, they will help you to get in touch with your future landlord. A kind of pre-contract will be made between you and WHU in any case. A private landlords might close a direct contract with you, which means that you pay your rent directly to him/her. A security deposit is also required for each type of accommodation, including private apartments, and must be paid to WHU regardless of the housing option chosen.

Here are some of the housing options available:

### Campus Krautkrämer

Campus Krautkrämer is located in about 5 minutes walking distance from WHU (Löhrstraße 41 a) and offers fully furnished apartments. This includes, besides the standard inventory, fittings, bed linen, dishes and other kitchen utensils etc.



### Apartment house "Heerstraße 37"

Heerstraße is a renovated historical building and opened in 2011. It is situated directly within the Vallendar pedestrian area and within 2 minutes walking distance to WHU. It offers 8 single apartments, each modernly furnished with a single loftbed with integrated closet, desk, chair, table, kitchen facility and private bathroom.



### Apartment house "Höhrer Straße 34"

Höhrer Straße is a modern building with student apartments in various sizes and also opened in 2011. It is located within less than 5 minutes walking distance to WHU and the center of Vallendar. The students are living in several single and two-bedroom apartments as well as shared flats for 4 or 5 people. All units are fully furnished with a completely equipped kitchenette and a separate bathroom.

### Humboldthöhe

The "Humboldthöhe" is a big apartment house in Vallendar, about 5-10 minutes walking distance. The house is shared by seniors and WHU students. The apartments vary in sizes from a 1-room apartment to 3-room apartment. All come with a separate, private bathroom and a fully equipped kitchenette.



### Hamacher

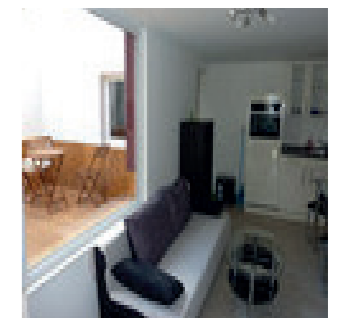
Three small single apartments in Heerstraße 51 for exchange students directly in the pedestrian zone of Vallendar only one minute walking distance to WHU. They are fully furnished and equipped with dishes, linen, etc. The other apartments in this house are mainly rented out to other WHU students.

### Löhrstraße 25

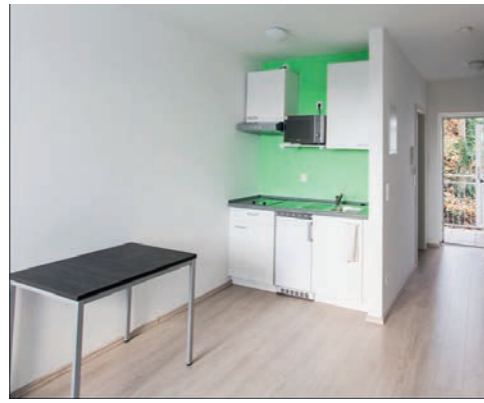
Situated in the center of Vallendar and only a few minutes walking distance from WHU. Altogether, there are 6 apartments for single use (one with a big terrace) with around 30m<sup>2</sup> and feature a separate stylish bathroom and a modern kitchen area. All apartments are fully furnished and completely equipped.

### Krummgasse 2/Eulerstraße 5

Both houses are ideally situated in the center of Vallendar and within a walking distance of only 3-5 minutes to WHU. Altogether, there are 5 resp. 4 single apartments (one of them is a shared apartment for 2 people). The size varies from 24m<sup>2</sup> - 55m<sup>2</sup> but all have a separate bathroom and a kitchenette or living-in kitchen. All apartments are fully furnished and completely equipped.







### SmartFlats Goethestraße

The house „SmartFlats Goethestraße“ at Goethestraße 8 is a house mainly for WHU exchange students. It is only a 5-10 minutes walking distance to WHU and only around 100 m uphill. Most of the apartments will be rented out by exchange students. Altogether, there are 48 single units with separate bathroom and kitchenette. The apartments are fully furnished and completely equipped so that you only have to bring your private belongings.

### Private apartments

In addition, there are some private apartments available, varying in terms of the level of furnishing, their size and their distance from WHU. All apartments offered to international students are fully furnished, and include a fitted kitchen, bed linen and bath towels. Some apartments also include a washing machine, whereas some landlords offer a washing service. Most apartments are designed for singles, comprising a bed/living room with a single bed or sofa bed, kitchen/kitchenette and bathroom. Some apartments are offered as shared accommodation to two students. These comprise two bedrooms, with a single bed each, a kitchen and bathroom. Some landlords or WHU students offer individual rooms for rent.

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

### Contact:

Philomena Richartz and Sabine Neuer  
Housing Office  
housing@whu.edu  
+49 261 6509 505 or +49 261 6509 506

## Cost of Living in Germany

As a Tauschie you will not have to pay tuition fees at WHU, but you will be required to pay for books, copying, printing and other materials you need for your courses. With respect to the cost of living, Germany lies within the EU average and is therefore not excessively expensive. We estimate that your living costs will be between € 800 and € 1.200 per month. Your budget will mostly depend on your accommodation and how you spend your free time.

Example of an exchange student's monthly budget:

- Accommodation: between 530 € and 600 €
- Phone card: 30 €
- Food: 150 € per month
- Laundry: 20 €
- Local transportation: 30 €\* (Semester Ticket)
- Copies: 20 €
- Health insurance: mandatory for medical expenses and emergencies (approx. 100 € if acquired in Germany)
- Miscellaneous (leisure activities): 300 €

\*a fee of approx. 130 € to be paid at registration

# Academic Calendar and Admission Procedure

## Academic Calendar

The academic year at WHU is divided into two semesters, spring and fall. Each semester is again divided in two quarters (8 weeks each) each ending with an exam period.

### Fall semester:

End of August to mid-December

#### Quarter I:

Early September to end of October

Exam week: Last week of October

#### Quarter II:

Early November to mid-December

Exam week: Mid-December

### Spring semester:

Beginning of January to end of April

#### Quarter III:

Beginning of January to end of February

Exam week: Last week of February

#### Quarter IV:

Early March to end of April

Exam week: Last week of April

Orientation days are mandatory and take place 1 or 2 days before the semester starts.

Exact dates can be found at:

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

## Admission Procedure

If you are interested in studying at WHU, please contact the international office at your home university as you have to be selected and officially nominated by your school. Once we have received the official nomination from your home university, you will be provided with further information about our online application system from our exchange coordinators. After submitting a complete application, you will then receive an information package and your letter of acceptance, opening the doors to Germany.

## Admission Deadlines

Fall semester and full academic year: June 1st

Spring semester: October 1st



# Healthcare and Visa/Residence Permit Requirements

## German Healthcare System

The German healthcare system has the reputation of being one of the best in the world. There is an extensive network of hospitals and doctors covering even the remotest areas of Germany. Medical facilities are equipped with the latest technology and the national health insurance system provides nearly full coverage for most medical treatments and medicines. Almost everybody in Germany has access to this system, irrespective of income or social status. The downside is that medical costs are high. Health care costs – for doctors, hospital stays and even medicine – are among the most expensive in the world. Any type of health care in state or private hospitals in Germany has to be paid by you or your health insurance!

When living in Germany, it is therefore extremely important to have an adequate health insurance, as a serious illness may otherwise cause huge medical expenses for you. For exchange students in Germany, health insurance with full coverage for sickness, emergencies and all medical expenses is absolutely mandatory. Therefore, you will have to provide proof of health insurance upon your arrival at WHU. It has to cover the following aspects to be acknowledged:

- The period of time: coverage of the whole stay in Germany.
- The region: Overseas, Europe and Germany have to be covered.
- Emergencies have to be covered.
- All medical expenses have to be covered.

There is an agreement for European Union citizens which guarantees free medical treatment in Germany. This means, European citizens who are travelling or living within the European Union receive a European Health Insurance Card from their home health insurance company, which simplifies the procedure when receiving medical assistance during their stay in a Member State. The European Health Insurance Card replaces the forms E111, E111B, E128 and E119.

Non-EU citizens need a sufficient health insurance as well. If you are no older than 30 years, you can decide whether to acquire a health insurance with full coverage in your home country (see above-mentioned aspects) or obtain it from the a provider of your choice upon arrival in Germany. You must apply for it as soon as you get to Germany. The cost for students is approximately 60 Euros per month.

If you are over 30 years of age, a health insurance via a German insurance company is not possible. Therefore, you definitely need to acquire a health insurance covering the above-mentioned necessary aspects in your home country.

## Visa

Depending on your nationality, you might need a visa and a residence permit in order to be able to study in Germany. Please take care of visa matters as early as possible in order to be able to start your term abroad without any problems. As you have to apply for the visa from your home country (or country of residence), we suggest to start this process at least about two months prior to your departure from your home country. Please always contact or visit the website of your local German Consulate to find out if you need a visa prior to your trip to Germany/Europe. You can also check the website of the German Federal Foreign Office

<https://www.auswaertiges-amt.de/en>

EU citizens and students from some other nationalities (for example from Australia, Israel, Japan, Canada, Republic of Korea, New Zealand and the USA) do not need a visa prior to entering Germany. So, just pack your suitcase, book a flight and come to Germany!

Those who do need a visa (for example students from China, India, Thailand and Turkey) must apply in their home country as visas are never issued in Germany! For your visa application you will need the letter of acceptance ("Immatrikulationsbescheinigung") from WHU, which you will receive after your application has been processed, as well as some other documents (please ask at your local German Consulate for more information or check the mentioned website).

## Residence Permit

All non-EU and non-European Economic Community citizens who want to stay in Germany for longer than 90 days must officially obtain a residence permit after entering Germany – except for the ones that already have a visa that covers their whole stay in Germany. If you apply for a residence permit for longer than four months, you will need a so called "electronic residence permit". The International Relations Office will assist you in this matter and will inform you in detail during the orientation days about the process. In order to save time, we kindly ask you and strongly suggest that you gather the required documents before you leave your home country.

You need to gather the following documents:

- Completed Residence Permit Application Form - available at WHU
- One biometric passport-sized photo (original, no copy or print out)
- Valid passport photocopy just the page with the photo and personal data
- Photocopy of your registration form received from Local Authorities / Town Hall
- Photocopy of WHU acceptance letter (Immatrikulationsbescheinigung)
- Photocopy (or print out) in English or German about proof of sufficient funds
- Photocopy of proof of valid health insurance in English or German



# Getting Settled – Practical Information

## Weather

Germany is situated between the West Winds of the Atlantic Ocean and the continental climate of the South. There is rainfall in every season. During the winter, temperatures can drop to between 5°C (41.0°F) and -10°C (14.0°F). The summer temperatures range between 18°C (64.4°F) and 30°C (86.0°F). So bear in mind to pack appropriately for your semester abroad at WHU. And don't forget your umbrella! :)

## Electricity

In Germany all electrical outlet points are designed for 220 volt, 50 HZ, AC and two-prong plugs. Any adapters you may need can be bought in electronics shops.

## Credit cards

All the major international credits cards – MasterCard, Visa and American Express – are more and more accepted, especially at major hotels, petrol stations and department stores. However, don't assume that you'll be able to use your card to pay for meals but inquire first. ATMs are ubiquitous throughout Germany and you should have no problem accessing your credit or debit account back home. Foreign currency, including traveller cheques, can be exchanged at banks and special exchange shops in large towns.

## Gratuities

Although gratuities are included to a certain amount in the bill, customers are expected to tip for good service (1-2 Euros).

## Internet and computer facilities

You have full access to all WHU computer facilities and Wi-Fi is provided all over campus.

## Drinking tap water

In Germany, the tap water has an excellent quality and is generally safe to drink. However, it is not common to order tap water in the restaurant.

## Banks

There are two banks very close to WHU, where you can open a bank account (even for a short period of time):

– Sparkasse Koblenz, Heerstraße 57-59, Vallendar, Phone: 0261 393 5040

– Volksbank, Heerstraße 50a, Phone: 0261 640 080

Both the Sparkasse and the Volksbank accept Mastercard and Visa which you can use at the cashpoint (ATM).

## Transferring money

In Germany the common ways to transfer money are transfers (“Überweisung”), standing orders (“Dauerauftrag”) and direct debits (“Lastschrift”). It is very uncommon to write out a check to pay for your rent for example. Transfers are used to send money from one bank account to another. You can either fill in a transfer form at your bank (paper form or electronic) or via online banking.

Standing orders are used for regular payments of the same amount such as rent. After you have set up a standing order, the amount is deducted automatically from you account on the fixed date. For recurring sums that vary in size, e.g. telephone bills, it is common to use the direct debit method. After you have given the recipient of the money the approval to deduct the money from your account, the money will be drawn automatically from your account. If you do not wish to use direct debit anymore, you can cancel it at any time. In case of incorrect payment you can always countermand the payment to get your money back.

## Currency

Since 2002 the official currency used in Germany (and 16 other European countries) is Euro (€). It is issued in coins of 1, 2, 5, 10, 20 and 50 cent or 1 and 2 Euros and bills of 5, 10, 20, 50, 100, 200 and 500 Euros.

## Food

Germany is a traditional meat-and-potatoes country. However, you will find a wide range of international restaurants with all styles of food beside this traditional cooking. A classical German breakfast includes rolls, jam, cheese, cold meats, chocolate spreads, honey, hard-boiled egg and coffee or tea. Beer is the national beverage and it is one cultural phenomenon that must be adequately explored. The beer is excellent and relatively cheap. Each region and brewery produces beer with a distinctive taste and body.

## Shopping

In larger cities most stores are open from 10.00 a.m. to 8:00 p.m. from Monday to Saturday. In smaller cities stores close around 6:00 p.m. On Sundays, all shops are closed. Only certain bakeries are open in the morning.

## Telephone/cell phone

As landlines are becoming less common, the most convenient way for you to communicate is via your smartphone. You can easily buy a prepaid sim card from a German provider in the local super markets, gas stations or post office. Usually you still need to register your card online in order to activate it. When your credit starts to run out simply re-charge your account by topping up your sim card.

To get a mobile subscription you need to sign a contract with a provider. However, mobile subscriptions usually have a minimum duration of two years and the provider will obtain a General Credit Protection Agency disclosure from you. As WiFi is ubiquitous at WHU and in the student accommodations, you can easily communicate with your family and friends back home via Skype or WhatsApp.

## Pre-Departure Checklist

### Essentials:

- Letter of acceptance from WHU
- Proof of health insurance
- Passport or other identification document
- Plane tickets and flight information
- Originals and copies from all travel documents
- Credit Card
- Local currency (Euros)
- Residence permit application documents (see emails from the International Relations Office)

### Miscellaneous:

- Camera
- Laptop
- Adapter (In Germany two round pin plugs are used and the voltage is 220V/50 Hz)
- Clothes for warm and cold weather
- Umbrella
- Medication (if needed)
- Business casual clothes for class presentations and company visits
- Extra pair of glasses or contact lenses
- Tourist guide
- Addresses and photos of family and friends
- Journal
- Backpack
- Charger



## Getting Around – Transportation

Besides walking or cycling, getting around is very easy using public transport (bus or trains) as Germany has one of the best public transport systems in the world.

### Semester Ticket

At the beginning of the semester, Tauschies receive a semester ticket for public transportation (VRM-Ticket), which can be used for both bus and train transportation in the Rhein-Mosel district (VRM). The semester ticket costs approximately 129,60 Euros and can be paid with cash or credit card during the Welcome Week.

<https://www.vrm.info/de/en/>

### „Deutschlandticket - D-Ticket“

With the Deutschland-Ticket, you can use local public transport throughout Germany since May. It is a subscription-based ticket, it would have to be purchased on top of the semester ticket, the additional amount is subsidized for WHU students. Unlike the semester ticket, this is not mandatory, you can opt for this if you love to travel. More information will be sent to you.

### Bus

There is a very good bus connection between Vallendar and downtown Koblenz (bus line number 8). Single bus tickets can be bought directly from the bus driver (you can receive a discount if you also show your Bahncard, a discount card for the main German railway company).

The timetable of all bus lines can be found at:

<https://www.vrm.info/de/en/timetable/pis-information/service-timetable/>

### Train

There is also a train station in Vallendar, which is served by trains to Koblenz and Mönchengladbach (via Bonn and Cologne). Trains in both directions leave every hour. You have to buy a ticket before entering the train. Most train stations have a ticket machine where you can buy your ticket. For discounts on train rides it is possible to buy a „Bahncard“ (discount card) which is offered in different options, 25 or 50 % discount. Schedules and discount option can be found on the website:

[www.bahn.de/en](http://www.bahn.de/en)

### Car

Germans are known for their passion for cars and their high-speed Autobahn but as in each aspect of their lives, Germans are also strict and serious regarding their traffic regulations. Please be aware that international drivers licences are only valid for 6 months after entry to Germany.

Driving in Germany might be subject to different rules than in your home country.

### Airplane

The short distances between countries and the very well developed route network in Germany and Europe makes travelling by plane very easy and comfortable. Since the early 90s, low-cost carriers have become more and more common all over Europe and enjoy great popularity especially among young adults and students. There are several international airports close to Vallendar which can be reached quite easily. Frankfurt International and Frankfurt Hahn as well as Cologne/Bonn are the closest ones, but Duesseldorf is also easy to reach.

Some of the most common low-cost airlines are:

– Ryan-Air  
(departing from Frankfurt Hahn)  
[www.ryanair.de](http://www.ryanair.de)

– Eurowings  
(departing from Cologne/Bonn)  
[www.eurowings.de](http://www.eurowings.de)

– EasyJet  
(departing from Cologne/Bonn)  
[www.easyjet.de](http://www.easyjet.de)

### Closest international airports:

– Frankfurt International Airport (FRA)  
[www.frankfurt-airport.com](http://www.frankfurt-airport.com)

– Cologne/Bonn Airport (CGN)  
[www.airport-cgn.de](http://www.airport-cgn.de)

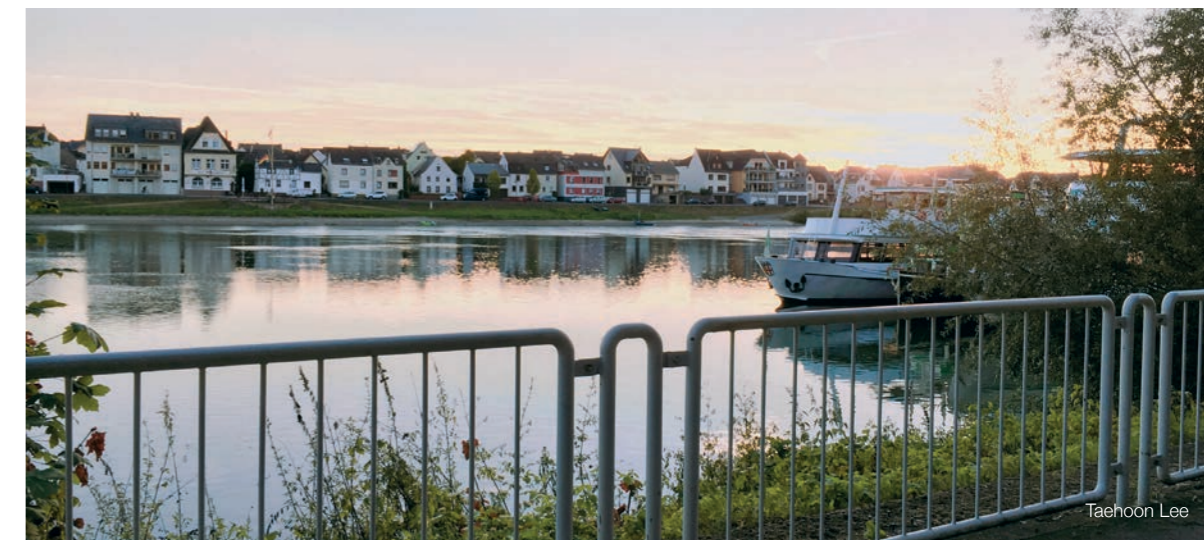
– Frankfurt Hahn (HHN)  
[www.hahn-airport.de](http://www.hahn-airport.de)

### Bike

In Germany it is quite common to ride a bike to get around and the flat landscape around Vallendar and the short distances invite to ride a bike. You can either buy a bike in a local bike store, from fellow students or from ads in the local newspaper. Alternatively you can rent a bike from a bike rental shop in Koblenz. On weekends and public holidays reservation is recommended.

More information can be found at:

[www.fahrradverleih-koblenz.de](http://www.fahrradverleih-koblenz.de)





# Services and Support

## Student Lounges

There is a student lounge in the Glass Box (building C) which is equipped with a TV, a video game console, WLAN, a printing station and vending machines. The Zalando Lounge in the "In Praxi Learning Center" (IP-C building) offers comfortable seats to relax between and after courses and WHU's bistro with fresh snacks and beverages.

## Library

WHU has a modern library with a current stock of around 45,000 books (including more than 4,800 e-Books), approximately 200 journals in print and more than 62,000 online journals. About two thirds of the journals are in English. In addition, there are journals in other languages. The library and the reading room are available to every student 24 hours a day, including weekends. Books from the reserve-book-collection are not lendable. They have a coloured dot on their back. You are only allowed to read these books in the reading room. All other books can be borrowed and returned at the counter or by using the self-issue machines. The library team is available to assist you during the following hours: Monday through Thursday: 7:30 a.m. to 7:00 p.m., Friday: 7:30 a.m. to 4:00 p.m.

## PC lab

The PC lab is available 24 hours a day, 7 days a week. Our PC lab includes about 15 PCs each equipped with standard Microsoft Office tools. The computer hardware at WHU is kept up-to-date with a steadily increasing number of learning and research programs available. Several printers (printing costs: 6 cent/page black/white and 25 cent/page color) are available and printing credit can be purchased in the PC lab using your WHU card and cash.

## IT Network

WiFi is available in all buildings. Upon arrival exchange students will get access to our intranet as well as to their own email account.

## Cafeteria (also called "Mensa")

Our Mensa (building D) offers lunch from 11:30 a.m. to 1:30 p.m. They serve three fresh meals per day, one of them vegetarian. Fresh salads and various desserts are available as well.

## Bistro

The bistro in the IPC-building has extended opening hours Tuesdays and Wednesdays until 11:00 p.m.

## WHU Gym

The WHU fitness facility, WHU Gym, is accessible for all registered students, staff and faculty members. The WHU Gym is located in building D in D'Esterstraße 9 in the basement. WHU offers various sporting facilities to all its students, staff and faculty members. The gym is open every day from 6 a.m. until 4 a.m. at night, and accessible with a valid student or employee ID card. Please use the training facilities of the gym only after you have been instructed by one of our supervisors. They will explain how to use the various devices correctly. Information about sports classes in the Gym are available on [www.my.whu.edu](http://www.my.whu.edu) (intranet). Have fun in the Gym!

## Music

For those of you who like to play an instrument, we have a piano in our chapel that students are free to use whenever they want. Of course you can also bring any instrument you like and practice!

## Laundry services

The washing center Eco-Express in Koblenz is located at Bahnhofstraße 22. It is open Monday through Saturday from 6.00 a.m. to 10.00 p.m. It is equipped with 17 washing machines, 8 dryers and 1 washing machine for 14 kg.  
[www.waschsalon.de](http://www.waschsalon.de)

However, please note that the housing options offered by WHU have laundry rooms with coin operated washing machines.



# Short Dictionary – German Survival Phrases

## Numbers

eins	zwei	drei	vier	fünf
one	two	three	four	five
sechs	sieben	acht	neun	zehn
six	seven	eight	nine	ten

Guten Abend	Good evening
Guten Tag	Good day/ Good afternoon/ Hello
Wie geht es Ihnen?	How are you?
Entschuldigen Sie bitte	Excuse me
Danke	Thank you
Ich heiße...	My name is...
Könnten Sie etwas langsamer sprechen?	Could you speak more slowly, please?

Restaurant	Can you recommend a restaurant?
Können Sie mir ein Restaurant empfehlen?	to book a table
einen Tisch reservieren	The bill, please!
Die Rechnung bitte!	The menu, please!
Die Speisekarte bitte!	Can I have the bill, please?
Ich möchte zahlen	Can I have a beer, please?
Ein Bier bitte	

Public transport	Where is the railway station?
Wo ist der Bahnhof?	Where is the nearest bus stop to....?
Wo ist die nächste Bushaltestelle nach...?	When does the bus reach....?
Wann kommt der Bus in ... an?	train
Zug	cab/taxi
Taxi	bus
Bus	Is there a public restroom nearby?
Ist hier eine öffentliche Toilette?	





Wie teuer ist...?  
 Wo finde ich einen Arzt?  
 Wo ist das nächste Krankenhaus?  
 Wo finde ich den nächsten Supermarkt?  
 Ist hier ein Geldautomat in der Nähe?  
 Ich suche den Waschsalon.  
 Wo ist die nächste Telefonzelle?  
 Wo kann ich eine Telefonkarte kaufen?  
 Eine Telefonkarte bitte!  
 eine Postkarte schreiben  
 einen Brief schreiben  
 eine Briefmarke  
 Was kostet die Fahrt?  
 Was kostet...?

How much is...?  
 Where can I find a doctor?  
 Where is the nearest hospital?  
 Where is the next supermarket?  
 Is there an ATM nearby?  
 I am looking for a Laundromat.  
 Where is the nearest phone booth?  
 Where can I buy a phone card?  
 A phone card, please!  
 to write a postcard  
 to write a letter  
 a stamp  
 What's the fare?  
 What's the price for...?

## Online Dictionary

You will find a good online-dictionary at [www.dict.cc](http://www.dict.cc)



# FAQs – Frequently Asked Questions

## How do I apply for an exchange semester at WHU?

If you are interested in studying at WHU, please contact the international office at your home university as you have to be officially nominated by your school. After this you will receive information on WHU's online application system from us.

## Can I already get in touch with other exchange students before my arrival?

Yes. The perfect people to answer all your questions and give hands-on advice are our Study Abroad Ambassadors. All our ambassadors have spent one to two semesters at WHU or are WHU students who are engaged in our student initiative VIP (Vallendar Integration Program), which is responsible for the integration into the WHU student community. To get in touch with them just visit our website and get in touch with them via email.

## What is the semester structure like at WHU?

The semester at WHU is split up in two quarters (8 weeks each) in the BSc and MSc program; each quarter ends with an exam period. Please note that German courses will not be separated into quarters. This means each German course will have classes during the whole term and the exam will be held by the end of the semester.

### Fall term:

Quarter I: Beginning of September to End of October  
 Quarter II: End of October to Christmas

### Spring term:

Quarter III: January to End of February  
 Quarter IV: End of February to End of April

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

## Can I take exams early or at my home university?

No, unfortunately this is not possible. All exams have to be taken at WHU at the scheduled time, except for re-exams which can be taken back at your home university.

## I am unable to arrive when the semester begins, is it a problem to arrive later?

Contact the respective exchange coordinator at WHU to inform them about your late arrival. Remember to read all information on our website carefully, since you will miss the orientation days.

## Can I store my luggage somewhere?

There might be the possibility to store your luggage before and after your stay at the housing facility you are living in during your stay. Please contact the housing office ([housing@whu.edu](mailto:housing@whu.edu)) for more details.

## Do I need to fulfill any language requirements?

BSc and MSc exchange students do not need to show proof of their proficiency in English. In those cases the selection process of our partner universities is sufficient. MBA students and MSc students wishing to join the MBA program at WHU need to show proof of their English proficiency (please see the information about MBA admission requirements in the section "Academics").

## What are the application deadlines?

For the fall semester the deadline is the 1st of June (in the same year) and for the spring semester the 1st of October (of the previous year).

## Is there any orientation program after my arrival at WHU?

Yes, mandatory orientation days take place two days before the semester starts.

## Are there any German language classes?

WHU offers free intensive German courses running throughout the semester. Exchange students have the opportunity to participate in one of the 4 levels offered, from beginners to advanced.



# Maps and Directions

## When do I register for courses?

Registration for courses is done when you get to WHU and receive access to our intranet. Registering for courses before arriving at WHU is not possible as the whole process is done via our intranet.

## How do I get to Vallendar?

Please see the section "Maps" to get a detailed description on how to get to WHU.

## Where can I find information about courses?

Information about courses can be found in our online course guide at:

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

## Which courses can I choose and what programs are offered?

WHU offers undergraduate classes (BSc in Business Administration/Management) and graduate classes (MSc in Management and MBA). Exchange students can choose from almost all courses offered in their study program during their exchange at WHU.

## How do I apply for housing?

The application for housing is done within the online application. After processing the application, the housing office will contact the students directly. Housing is distributed on a first-come, first-served basis. Exchange students will be supported in finding their apartment before arrival, either with maps, detailed descriptions of how to find the apartment or by a WHU student buddy.

## Will WHU provide all exchange students with student housing?

Our housing office will help you in finding suitable accommodation for your stay. WHU offers various furnished housing options in Vallendar ranging from a single room to an apartment. Housing prices range from 330 to 600 Euros per month.

## Do I have to speak German to come to WHU on exchange?

No. 80-100 % of the courses in the undergraduate program and 100% of the courses in the graduate programs are taught in English.

## Do I need a Visa and/or Residence Permit?

Please see the detailed information on Visa and Residence Permits on p. 30.

## Directions to WHU

WHU – Otto Beisheim School of Management is approximately one hour away from Frankfurt (Main) Airport and from Cologne/Bonn Airport, either by car or by train.

## Arriving by plane

Cologne/Bonn Airport:

A direct train connection (RE 8) runs from Cologne Bonn Airport to Vallendar.

Frankfurt Airport:

If you arrive at Frankfurt Airport, take the train to Koblenz central station (Hauptbahnhof). Then you can take bus number 8 to Vallendar. The bus stop in Koblenz is right opposite the main station. In Vallendar, get off the bus at Vallendar Mitte or the train station (Bahnhof). The journey time is around 20 minutes. Alternatively, you can travel north by train to Cologne and then take the regional express train (RE 8) to Vallendar station. In certain circumstances this may even be quicker than opting for the train/bus combination via Koblenz.

## Arriving by car

If you are using the Autobahn A61, take the A48 towards Koblenz at the Koblenz intersection (Autobahnkreuz Koblenz). Alternatively, if you are coming via the Autobahn A3, take the A48 towards Koblenz/Trier at the Dernbach intersection ("Dernbacher Dreieck").

Follow the road until you reach the Bendorf/Neuwied/Vallendar exit. Now simply follow signs to Vallendar and WHU. There is an underground car parking directly beside the university. If you use GPS please enter "Hellenstraße" as your destination instead of "Burgplatz".

## The following information will support you in planning your route:

German railways

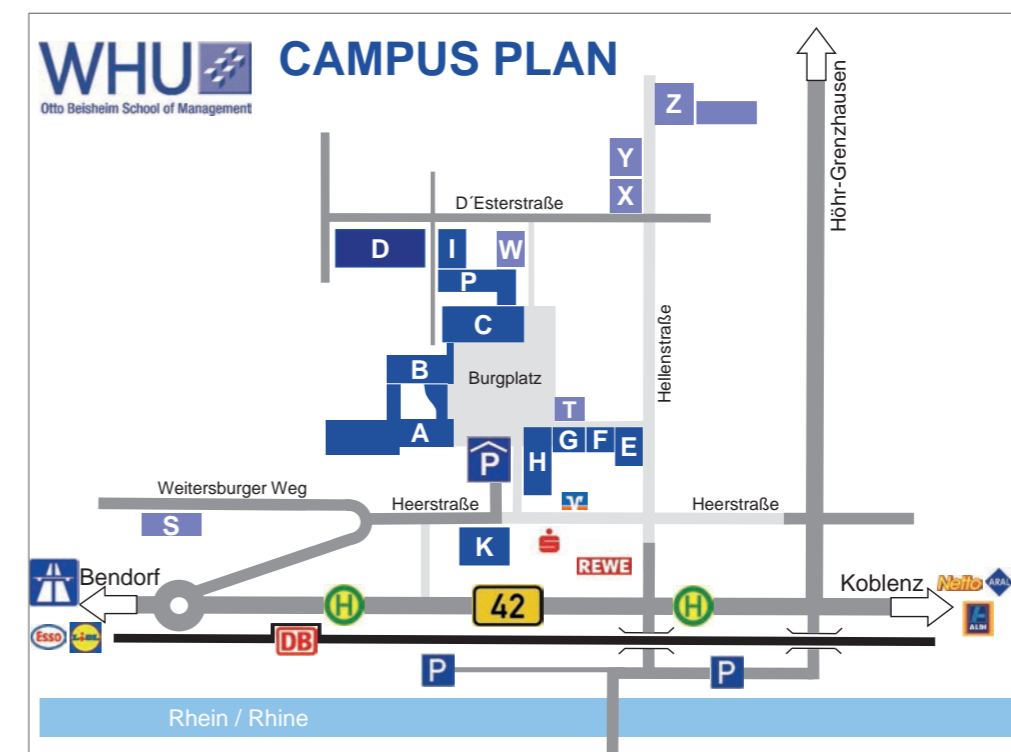
[www.bahn.de/en](http://www.bahn.de/en)

Bus network Koblenz

[www.koveb.de/liniennetz/](http://www.koveb.de/liniennetz/) (klick on Linienübersichtsplan, only available in German)

Bus plan #8 (goes between Koblenz and Vallendar)

<https://www.koveb.de/fahrplaene/db-koveb-2020/8.pdf?cid=11k0> (only available in German)





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**WHU – Otto Beisheim  
School of Management**

International Relations  
Burgplatz 2  
56179 Vallendar  
Germany

Fon +49(0)261 65 09 160  
ir@whu.edu  
[www.whu.edu/exchange](http://www.whu.edu/exchange)

