



**International Relations office and post address**  
WHU, International Relations, Campus Vallendar  
Burgplatz 2, 56179 Vallendar, Germany  
Fax: +49 261 6509 169

## BSc and MSc Exchange Fact Sheet 2014/2015

### The Team



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

Director of International Relations  
Phone: +49 261 6509 160

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

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

**Mechthild Schnaithmann** ([mechthild.schnaithmann@whu.edu](mailto:mechthild.schnaithmann@whu.edu))

Exchange Coordinator - Double Degree Programs;  
Program Coordinator European MBA Summer Institute  
Phone: +49 261 6509 161

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

Exchange Coordinator – China, Singapore, Australia, New Zealand;  
International Marketing Coordinator  
Phone: +49 261 6509 166

**Supriya (Nancy) Sachamitr** ([supriya.sachamitr@whu.edu](mailto:supriya.sachamitr@whu.edu))

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

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

Exchange Coordinator – Canada & USA  
Phone: +49 261 6509 164

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

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

**Philomena Richartz** ([philomena.richartz@whu.edu](mailto:philomena.richartz@whu.edu))

Housing Office Vallendar  
Phone: +49 261 6509 503, Fax: +49 261 6509 119

---

**Website**

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

## Academic Matters

### Campus in Düsseldorf – MBA Exchange Program

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

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

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

For information on our MBA Exchange Program, please see our “WHU Campus Düsseldorf MBA Sheet”.

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

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

---

### MBA Admission Requirements

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

Minimum Age: 24 years (born in 1989 or earlier)

Language Requirements:

- English as mother tongue OR

- having already completed or currently studying in a university degree program taught and examined entirely in English OR
- internet-based TOEFL score of at least 100 points

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

**New Program Offer for Exchange Students!**

On its campus in Vallendar, WHU offers a Bachelor in International Business Administration Program for undergraduate exchange students and since Fall 2013, a Master in Finance Program in addition to the Master in Management Program for graduate exchange students.

On its campus in Düsseldorf, WHU graduate exchange students fulfilling the MBA admission requirements can choose classes from the Full-time and Part-time MBA Program. For more information on these programs such as academic calendar etc. see “WHU Campus Düsseldorf MBA Fact Sheet”.

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

**Course Catalog**

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

**Language of Instruction**

Two undergraduate tracks are offered: either with 80% percent or 100% of the courses in English. The graduate programs are completely taught in English.

**Language Requirements**

BSc and MSc exchange students do not need to prove their proficiency in English as we trust the selection process of our partner universities. However, a high level of English proficiency is required as the majority of the courses are taught and examined in English. We therefore strongly recommend that exchange students have English language skills equivalent to an internet based TOEFL score of at least 95.

**Academic Information**

Class format: Lectures, seminars and exercises  
 Class size: 30 to 40 students  
 Examination types: Exams, papers, cases, presentations and participation  
 Attendance: Mandatory  
 Workload: 5 to 7 courses per term for all programs

**German Language Course**

[www.whu.edu/exchange](http://www.whu.edu/exchange) > **Campus Vallendar > Academics > German language courses**

WHU offers intensive German courses throughout the semester. Exchange students have the opportunity to participate in one of the 4 levels offered, from beginners to advanced. The course is worth 5 ECTS credits and tuition-free for exchange students.

**Additional Student Services Available**

- Personalized academic counseling
- VIP (Vallendar Integration Program is a student organization to foster the integration of exchange students at WHU)
- Student Buddy Program
- Career Center

**Grading System**

WHU Grading System		Definition
1,0 1,3	hervorragend	EXCELLENT
1,7 2,0	sehr gut	VERY GOOD
2,3 2,7	gut	GOOD
3,0 3,3	befriedigend	SATISFACTORY
3,7 4,0	ausreichend	SUFFICIENT
5,0	nicht ausreichend	FAIL

**Chairs and Professorships**

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

Economics

- Econometrics
- Industrial Organization
- Intergenerational Economic Policy
- Macroeconomic and International Economics
- Monetary Economics
- International Trade and Development Economics

Entrepreneurship and Innovation

- Entrepreneurship I
- Entrepreneurship II
- Family Businesses
- Innovation and Organization
- Organizational Change
- Small and Medium Sized Enterprises
- Sport, Management, and Society
- Technology and Innovation Management

Finance and Accounting

- Accounting
- Behavioral Finance
- Corporate Finance
- Empirical Corporate Finance
- Empirical Market Research

- Finance
- Finance and Capital
- Financial Accounting
- Taxation

Marketing and Sales

- Marketing
- Market Research
- Marketing and Commerce
- Sales Management and B2B Marketing
- Services Marketing

Supply Chain Management

- International Business and Supply Chain Management
- Logistics and Services
- Logistics Management
- Operations
- Production Management

Management

- Business Information Science and Information Management
- Corporate Strategy and Governance
- Leadership and Human Resource Management
- Management Accounting and Control
- Organization Theory
- Organizational Behavior

**Administrative Matters**

**Academic Calendar\*** [www.whu.edu/academiccalendar](http://www.whu.edu/academiccalendar)

**Fall 2014** **September 1 – December 19, 2014**

**Quarter I** September 1 – October 24, 2014

**Quarter II** October 27 – December 19, 2014

**Mandatory Orientation** **August 28 and 29, 2014**

**Preferred Arrival** August 26 and 27, 2014

**Spring 2015** **January 5 – April 30, 2015\*\***

**Quarter III** January 6 – February 27, 2015

**Quarter IV** March 2 – April 30, 2015

**Mandatory Orientation** **January 5, 2015**

**Preferred Arrival** January 2 and 3, 2015

\* All dates are subject to change.

The dates usually include exams, but a few exams might take place during the week after the end of each quarter (except for quarter II).

The dates for our MBA exchange program differ and can be found in the

---

WHU Campus Düsseldorf MBA Fact Sheet.

\*\*The official end of the spring semester is August 31<sup>st</sup> but no classes are offered between May and August. During this time students could do an internship in Germany based on their student residence permit. For more information please check our website:

<http://www.whu.edu/visa-and-residence-permit>

---

**Deadlines for  
Nomination &  
Application**

<b>Fall 2014/Full-Year</b>	June 1, 2014
<b>Spring 2015</b>	October 1, 2014
<b>Double Degree</b>	March 1, 2014

---

**Nomination  
Procedure**

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

- First name and family name of the student
- Student's gender
- Student's nationality (for visa purposes)
- Term(s)
- Study program (BSc, MSc)\*
- Student's email address

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

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

---

**Application Process**

After the home university has emailed the nomination to the respective exchange coordinator at WHU, the nominated student(s) will receive instructions for the online application procedure via email.

Shortly after the application deadline, we will process the complete online applications and send an acceptance package including the letter of acceptance for each student to the international office at the home university.

---

---

## Housing

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

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 given support to find their apartment before arrival, either by maps, detailed descriptions on how to find the apartment or by a WHU student buddy. Expected date of arrival: the day before our mandatory orientation.

---

## Visa and Residence Permit

[www.whu.edu/exchange](http://www.whu.edu/exchange) > **Campus Vallendar > Arrival at WHU > Visa and Residence Permit**

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

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

---

## Health Insurance

[www.whu.edu/exchange](http://www.whu.edu/exchange) > **Campus Vallendar > Arrival at WHU > Health Insurance**

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

- Period of time: coverage of the whole stay in Germany
- Region: Overseas, Europe and Germany must be covered
- Emergencies must be covered
- All medical expenses must be covered

Health insurance with full coverage for sickness, emergencies and all medical expenses is absolutely mandatory for all exchange students in Germany. Students under the age of 30 can buy health insurance from a public German health insurance provider during Orientation (approx. 80 € per month).

---

## Cost of Living

[www.whu.edu/housingVallendar](http://www.whu.edu/housingVallendar) > **Cost of Living**

A student's cost of living will be approximately 800 euros per month, depending on their free time activities (e.g. travelling, eating out, using sports facilities, visiting concerts and clubs).

- Accommodation: between 335 € and 515 €
- Mobile Phone: 30 €
- Food: 150 €
- Laundry: 20 €
- Local transportation: 85 € (monthly bus ticket)
- Health Insurance: approx. 80 € if acquired in Germany
- Miscellaneous (leisure activities): 300 €