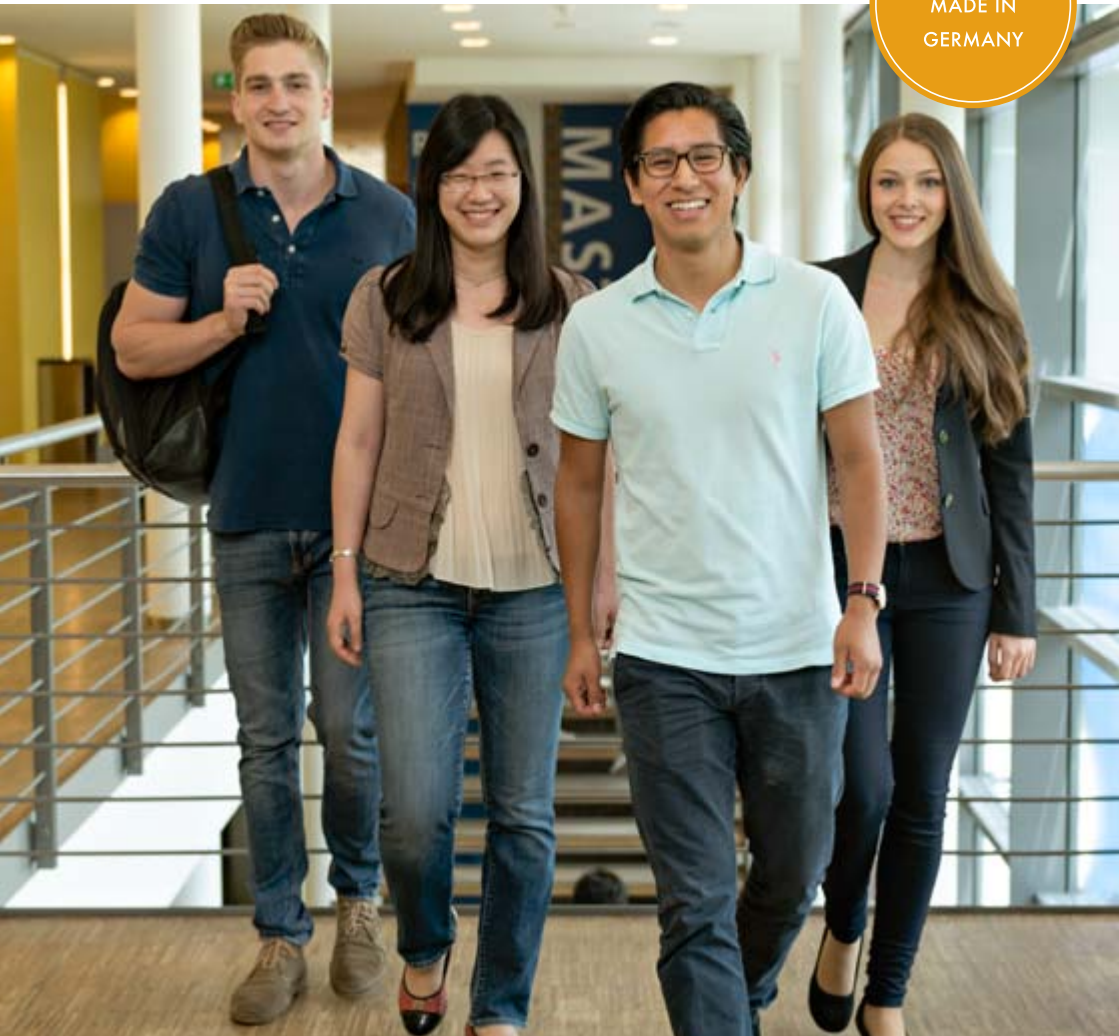




Frankfurt School of
Finance & Management
Bankakademie | HfB

Exchange Students Guide

EDUCATION
MADE IN
GERMANY



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Welcome

Dear Students,

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

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

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

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



Prof. Dr. Udo Steffens

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

A large, modern glass building with a courtyard in the background. The building has a grid-like structure with large glass panels. In the foreground, there are trees with green and red leaves, and a group of people walking on a path. The scene is bright and sunny.

Who we are

Profile

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

Today more than 1,400 students from all over the world study in Frankfurt School's academic programmes. With more than 100

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

Faculty and Departments

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



regularly rank amongst the best in the whole of Germany.

Mission

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

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

1. Finance Department

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

- Frankfurt Institute for Private Equity and M&A (FIPEMA)

2. Management Department

- Institute for International Health Management
- IT-Governance-Practice-Network
- ProcessLab
- Retail Banking and Service Management

3. Economics Department

- East-West Centre for Business Studies and Cultural Science (ECBC)

4. Legal Studies & Ethics Department

5. Accounting Department

Academic Study

Frankfurt School of Finance & Management offers a broad spectrum of AACSB, EQUIS and FIBAA-accredited study programmes. As an exchange student, you can select modules from the following four academic programmes depending on whether you are an undergraduate or graduate student:

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

For detailed information about these programmes please refer to our website at www.frankfurt-school.de.

Learning styles and expectations

At Frankfurt School students are expected to take responsibility for their own learning. It is expected that students attend the lectures, but you will also need to study independently on your own or in small groups. You will be encouraged to read widely, to analyse and question what you have read and be expected to understand the material covered in lectures or seminars, not just memorise it. Teaching styles vary but, generally speaking, independent thought and discussion are encouraged. You are allowed to ask questions during class and to challenge and question what the lecturer says. There are different forms of assessment (e.g. written examinations, essays, group projects), but in many modules the written examination at the end of the semester accounts for 100 % of the final grade. Each lecturer will inform you at the beginning of the semester how their module is assessed. In order to underpin our expectations Frankfurt School developed a so-called Honour Code that talks specifically about appropriate behaviour while taking exams, on campus and towards our facilities.



Grading System

Frankfurt School's grading scale

| Performance in % | Grade |
|--------------------|-------|
| 95.00 % – 100.00 % | 1.0 |
| 93.50 % – 95.00 % | 1.1 |
| 92.00 % – 93.50 % | 1.2 |
| 90.50 % – 92.00 % | 1.3 |
| 89.00 % – 90.50 % | 1.4 |
| 87.50 % – 89.00 % | 1.5 |
| 86.00 % – 87.50 % | 1.6 |
| 84.50 % – 86.00 % | 1.7 |
| 83.00 % – 84.50 % | 1.8 |
| 81.50 % – 83.00 % | 1.9 |
| 80.00 % – 81.50 % | 2.0 |
| 78.50 % – 80.00 % | 2.1 |
| 77.00 % – 78.50 % | 2.2 |
| 75.50 % – 77.00 % | 2.3 |
| 74.00 % – 75.50 % | 2.4 |
| 72.50 % – 74.00 % | 2.5 |

| Performance in % | Grade |
|-------------------|-------|
| 71.00 % – 72.50 % | 2.6 |
| 69.50 % – 71.00 % | 2.7 |
| 68.00 % – 69.50 % | 2.8 |
| 66.50 % – 68.00 % | 2.9 |
| 65.00 % – 66.50 % | 3.0 |
| 63.50 % – 65.00 % | 3.1 |
| 62.00 % – 63.50 % | 3.2 |
| 60.50 % – 62.00 % | 3.3 |
| 59.00 % – 60.50 % | 3.4 |
| 57.50 % – 59.00 % | 3.5 |
| 56.00 % – 57.50 % | 3.6 |
| 54.50 % – 56.00 % | 3.7 |
| 53.00 % – 54.50 % | 3.8 |
| 51.50 % – 53.00 % | 3.9 |
| 50.00 % – 51.50 % | 4.0 |
| under 50.00 % | 5.0 |

Plagiarism

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

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



The Frankfurt School Student Honour Code

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

Besides the expectation regarding our learning style we have high expectations about your every-

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

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

Living and studying in Frankfurt

Frankfurt and surrounding areas

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

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

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

Frankfurt is located in Hessen, the fifth largest state in Germany with a population of 6 million and covering an area of 21,000 square kilometres. Frankfurt has more than 700,000 inhabitants and 300,000 commuters and is the service and industrial centre of the state. You will find that Frankfurt has a lot to offer whether you enjoy cultural activities, architecture, sports, shopping or the outdoors.

Frankfurt is part of the RMV, the Rhine-Main Transport Association. Metropolitan Frankfurt as well as the entire Rhine-Main area can be easily reached by public transport. The RMV network extends from Darmstadt in the south to the university city of Marburg in the north of Hessen, from the state capitals of Mainz and Wiesbaden in the west to the industrial city of Hanau in the east. As a Frankfurt School student you will receive a semester ticket for approximately 202.00 EUR (as of April 2015), which enables you to use all public transport in the RMV area for an entire term.

Useful links:

www.frankfurt.de

www.frankfurt-tourismus.de

www.kultur-frankfurt.de

www.taunus-info.de

www.rheingau.de

www.rmv.de

Frankfurt School's Student Residences

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



Frankfurt School is offering three student residences to its international students. Two student residences are located right in the city centre of Offenbach just a few kilometres to the east of Frankfurt. The Boarding House New Campus is located in Frankfurt's Nordend.

All rooms are fully furnished with a minimum of one bed, desk, chair, bookshelf and wardrobe. Washing machines and dryers are available in all student residences.

The facts in brief

FS Dorms

Frankfurt School's accommodation in Frankfurt-Nordend offers 228 single rooms arranged in shared apartments with (8–9) tenants. The rooms are about 13–20 square meters and have their own en-suite bathroom with shower.

The eat-in kitchen and the storeroom are communal spaces. The residents can use the intercom in their rooms to communicate directly with

guests and to give them access to the premises. Internet, telephone and TV points of access are available in each room.

Rent a room in FS Dorms:

Price for one room will range between
410.00–495.00 Euro/month including all costs

Boarding House 2

Boarding House 2 offers 66 rooms in shared flats (5–6 tenants) over three floors. Each flat is equipped with 3 bathrooms (shower/WC), fully fitted kitchen with dish washer and dining area. A supermarket and bakery are located in the same building.

Rent a room in Boarding House 2:

Prices: 390.00 EUR/month
including all costs and internet

Boarding House 3

Boarding House 3 is located within walking distance of Boarding House 2. Boarding House 3 offers 23 rooms in shared flats (5–6 tenants) over four floors. Each flat is equipped with shower/WC, extra WC, fully fitted kitchen with dish washer and dining corner.

Rent a room in Boarding House 3:

Prices: 370.00 – 440.00 EUR/month
including all costs and internet

Internet access in the student residences

In the FS Dorms, students have to close an internet contract themselves. If you stay in Boarding House 2, please go to **“Cable Corner”** during the first days after your arrival. It is located in the same street as the Boarding House, just a few meters away. Bring your Student ID and/or your rental agreement and “Cable Corner” will provide you with a modem for internet access. Boarding House 3 offers WiFi. The password will be given to you upon arrival.

Cable Corner

Hermann-Steinhäuser-Straße 34
63065 Offenbach

Opening times:

Monday & Friday 9:00 am – 6:00 pm

Wednesday 1:00 pm – 6:00 pm

Saturday 9:00 am – 12:00 pm

Rundfunkbeitrag

The Rundfunkbeitrag is a tax-like payment for public-service broadcasting that has to be paid by all people living in Germany. This payment is separated from the rent and paid to the ARD / ZDF / Deutschlandfunk Rundfunk directly. The cost is 18.00 €/month and can be shared by all tenants of a flat. In the student residences, the costs range between 3.00–18.00 € per person depending on the number of tenants. You will be contacted directly by the ARD / ZDF via mail.

More information is available at the International Office or online at www.rundfunkbeitrag.de.

How to apply

Applying for a room is possible within the online application for exchange students. When there is a vacant room, we will send you a pre-renting agreement by email which you must sign and return to us within 10 days. As a second step, the first month's rent payment and a security deposit of 500.00 EUR must be transferred to Frankfurt School within two weeks. If the payment is not made within this deadline, Frankfurt School has the right to offer the room to another student.

Security deposit: 80.00 EUR of the deposit will be retained for the final cleaning and supply of the bedding. The remaining amount of the security deposit (420.00 EUR) will be refunded within thirty days following the termination of the rental agreement. Unpaid rent, charges for damages beyond usual wear and tear or missing inventory may be also deducted.

For more detailed information have a look at www.frankfurt-school.de/accommodation.

Important Information: Housekeeper

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

Important Information for your rental agreement

The rental agreement runs for 6 months, i.e. for the summer semester from February 15th until August 14th and for the winter semester from August 15th until February 14th.

Your way to Frankfurt School

How to get to the FS by public transport

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

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





Student ID and RMV Ticket (public transport)

On the day of your arrival you will receive your student ID card together with other documents such as your rental agreement, your room key, etc. In the event that your FS buddy (see page 20) picks you up, she / he will provide you with these things. Otherwise you should set up an appointment with the International Office in order to get these important documents. We are available Monday through Friday from 9 am to 5 pm. Your student ID allows you to enter the school building, classrooms and to use the elevator. Additionally you can also use it to enter the library (available 24/7), check out books and pay for meals, snacks and drinks at the Casino.

It is mandatory for all FS students to purchase a RMV-Ticket at the current cost of 202.00 EUR per semester (as of April 2015). This ticket will be printed on your student ID card and allows you to travel within Frankfurt and the nearby

suburbs, as well as other cities within Hessen. Once you have purchased the semester ticket, you are able to use the U-Bahn (underground), S-Bahn (regional train), Strassenbahn (tram) and bus. Keep in mind that the student ID card is a means of verifying that you are student. If you lose the student ID card, please inform the International Office as soon as possible. A card replacement will cost you 20.00 EUR. Also note that you are required by German law to carry your passport or identity card with you at all times.



Developing a budget

You will need to budget between 800.00 – 1,000.00 EUR per month for accommodation, food, communication (phone), entertainment, textbooks, stationery,

bank account fees, clothing, trips, etc. The following table gives you an idea of the cost of living in Frankfurt:

| | |
|--|---------------------------|
| Rent in one of Frankfurt School's student residences (per month including electricity, internet access, water) | 370.00 – 495.00 EUR |
| Groceries (per month) | 200.00 – 250.00 EUR |
| Students Health Insurance | approx. 80.00 EUR / month |
| Rundfunkbeitrag (see page 13) | 3.00 – 18.00 EUR |
| Main meal at Frankfurt School's cafeteria (Kasino) | 3.50 – 8.00 EUR per meal |
| Coffee, cappuccino (in a café) | approx. 3.00 EUR |
| Beer (at a restaurant or bar) | approx. 4.00 EUR |
| Movie ticket (ask for student discount) | approx. 10.00 EUR |

Library

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

Computer/My Campus/ Your Email Account

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

You will also receive a personalized Frankfurt School email address. Please note that this email will be officially used by the FS faculty and student advisory in case we need to contact you.

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

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

There is also the opportunity to use a printer at the library. The first 500 copies are for free, afterwards you have to pay.

Kasino

Frankfurt School's canteen, the "Kasino", offers three lunch meals daily, one being vegetarian. Prices vary between 3.50 EUR and 8.00 EUR. In addition, a fresh salad bar and snacks, such as sandwiches, sweets and yoghurts, can be purchased as well as coffee, tea and other drinks. Opening hours are from 7 am to 7 pm. You can check the weekly menu on "My Campus".



StuCo

The **Student Council (StuCo)** is a student organization representing the interests of all students of Frankfurt School of Finance & Management.

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

The General Assembly takes place regularly and international students are invited to participate (dates are published on the extranet). Besides taking care of the students' interests, the Student Council controls the university funds for student activities as well as coordinating student initiatives such as FS Conference, FS Charity or FS Sports. The Student Council is also involved in counselling exchange students at the FS.

Contact information:

exco@fs-stuco.de

www.fs-students.de

FS Buddy

In order to enhance the international community within FS and to make our international students an integral part of our academic life, FS Buddy was founded with the support of the International Office. The idea of FS Buddy is to bring together new international students with other FS students, to help with arrival, settling in and integration throughout their stay.

Prior to your arrival the International Office will send you a registration form and if you sign up for the buddy programme, FS Buddy will establish the first contact between you and your FS buddy. If possible, the FS buddy picks up the exchange student at Frankfurt airport or the train station, accompanies her/him to the student residence and supports her/him especially during the first weeks but also throughout the entire semester. FS Buddy organizes several events like the potluck dinner, a BBQ, visit to the German stock market, visit of to a typical beer brewery or the International Day. The overall goal is not only to share the German culture but also to experience the specific traditions and



culture of our international students. International students who stay for two semesters are also strongly advised to become a buddy in the second semester for the new international students.

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

FS Buddy facebook group

FS Buddy also established a facebook group, which is used as a platform for exchanging information for upcoming events of FS Buddy or any other relevant activities. Contact the International Office to join the group.

Language Tandem Programme

To integrate yourself in German campus life, learning the German language is another important step. Besides our German language courses we also help you to find a German language partner. More information about the language tandem programme will be given during the orientation days. Use the opportunity of being in Germany to learn our language!

FS Sport

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

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



If you are interested in joining one of the sports teams, please get in contact with the Student Council.

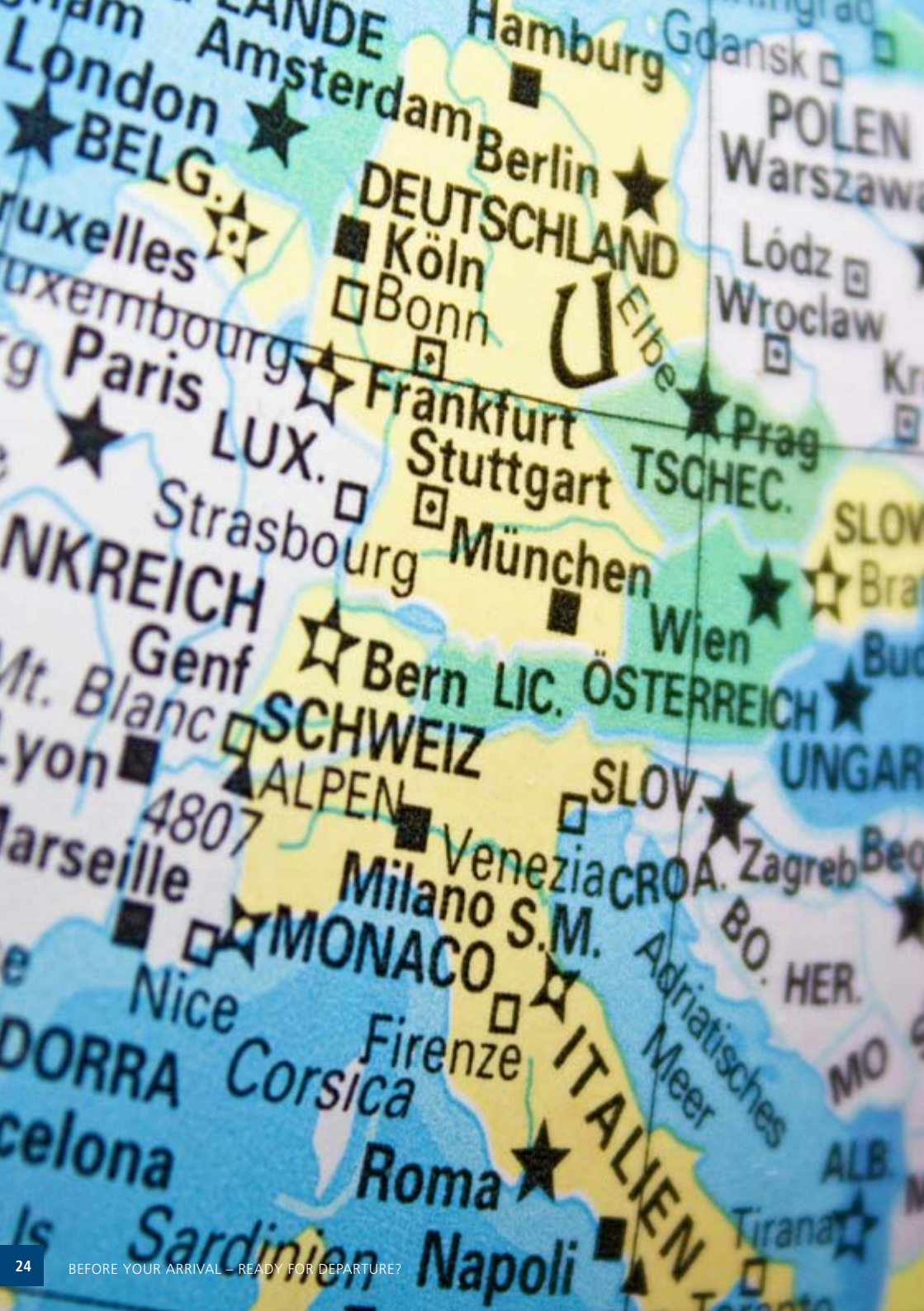
Contact information:
exco@fs-stuco.de
www.fs-students.de

Culture and night life in Frankfurt

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

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

Frankfurt has a great number of bars, clubs and coffee shops where you can meet with your friends and enjoy a nice evening. During summer time the bank of the Main river is an excellent spot where people meet as well as the various parks in the city such as the Grüneburgpark, Palmengarten, and Günthersburgpark.
www.frankfurt.de



Before your arrival

Application process

Students who would like to enroll at the Frankfurt School for an exchange semester should have studied for at least two years in a business or economics related programme. You need to be nominated by the International Office of your home university. Afterwards, you will receive a link to our online application. The deadline for applying is December 15th for the summer term and June 15th for the winter semester. Please note that if you require a student visa, we strongly recommend that you submit your exchange application in May/November. Please make sure you have the following documents ready:

- Passport copy
- Current transcript of records

Bachelor students:

- English language requirement: TOEFL IBT 80, IELTS 5.5 or equivalent
 - German language requirement: level B2 (only if you choose German taught modules)
- Proof of your English proficiency and / or proof of your German proficiency

Master students:

- English language requirement: TOEFL IBT 90, IELTS 6.5 or equivalent

As evidence of your language skills you can also submit a recommendation letter written by your English / German lecturer.

- Proof of international health insurance
- Passport size photograph

Once you have completed the application and submitted the required documents, you will receive an official acceptance letter from the International Office. An invitation letter will be provided to you if a visa application is necessary.

Insurance requirements

Compulsory health insurance

Students are required to purchase and maintain a suitable health insurance throughout their studies in order to enroll at Frankfurt School as well as to obtain a residence permit from the local authorities in Germany. Members of the EU and of the EFTA can usually present the EHIC (European Health Insurance Card) and don't need to buy additional insurance. We highly recommend that every non-EU student purchases a German public health insurance as this is the only way to be completely sure about

the service. You only have to pay your monthly amount. You won't have to make payments upfront and won't receive an invoice whenever you need to see a doctor. In addition, only German insurance will be accepted without exception by the local authorities.

Nevertheless, we also accept foreign health insurances, but only if they provide coverage including the criteria stated below. If the insurance does not meet these, the insurance will be declined by Frankfurt School and a different insurance has to be bought. The local authorities will also only accept foreign health insurances which meet the stated criteria:

- All the amounts covered by your insurance must be unlimited
- The insurance certificate has to be in German and/or English
- The insurance period has to cover the entire official semester period of your studies in Germany

The insurance has to start no later than the beginning of the official semester, i.e. March 1st or September 1st. In case you take part in a language course or orientation week before the official start of the semester, you need to provide insurance for these days as well. Travel insurance is accepted before the semester starts.

Students aged over 30 years cannot apply for the compulsory health insurance fund and must take private insurance.

More detailed information can be found on the Insurance Info Sheet or at the International Office.

Visa

The entry requirements into the Federal Republic of Germany differ depending in your nationality. Please inquire as soon as possible as to whether you need a visa or not.

Countries for which a visa is not required

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

EU and EFTA citizens will neither have to register at the local immigration office (Ausländerbehörde) nor will they need a residence permit. Citizens of the following countries also do not need an entrance visa/student visa, but will have to register at the local immigration office (Ausländerbehörde) and apply for the residence permit after their enrollment in Germany: (*)

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

An overview of visa requirements for entry into Germany can also be found on the website of the Federal Foreign Office
www.auswaertiges-amt.de

Please note: When it comes to visa matters, the appropriate procedure depends on your nationality and not the university you come from.

(*) Information as of April 2015. Content may be subject to change. Please check with your local embassy before planning your trip to Frankfurt.

Countries for which a visa is required

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

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

Important note:

The International Office will send an **invitation letter** to all students who require a visa. The invitation letter is considered as **supporting documentation** for your visa application at the German embassy in your home country. If necessary, we can also address the invitation letter to a specific consulate or embassy. If you apply for a visa and you are staying in one of our student residences, please inform the embassy. This is important to make sure that all documents are sent to the right local immigration office.

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

Module selection

You will select your modules before arriving in Frankfurt and the International Office will send specific information regarding the procedure and the final list of modules available.

Bachelor students will select their modules online and Master students will receive a registration form. During the orientation days students will have the chance to discuss their selection.

Generally 30 ECTS per semester are considered full-time study. At Frankfurt School, exchange students are allowed to take up to 5 modules plus a German language module (36 ECTS overall). However, taking a total of 30 ECTS is recommended.

Please note that the first two weeks of lecture is the “add & drop period” during which changes have to be reported to the International Office. After these two weeks your module selection is final and cannot be changed anymore.

German language classes

Frankfurt School offers German language classes to all its international students during the semester. The language classes are optional and are offered at different levels (usually: beginners, intermediate, advanced). For each German language module you will get 6 ECTS. Students who want to take a German language class are asked to do a mini language test in order to select the most appropriate level.

In August Frankfurt School offers a 4-week German Intensive Course for beginners. A participation fee will be charged. More information is available at the International Office.

Academic writing workshop

This workshop will examine some of the main problems connected with academic writing, especially for those students whose first language is not English. The main aspects of academic writing will be covered:

- Organising and structuring
- Plagiarism and referencing
- Clarity
- Style
- Language

The workshop will concentrate on practical aspects of academic writing and the features which are common to all types of academic writing.

Presentation workshop

This workshop will briefly examine some of the main problems connected with presentations in academic contexts, especially for those students whose first language is not English. The main aspects of presentations will be covered:

- Structure
- Delivery and body language
- Slides
- Language

The workshop will concentrate on practical aspects of presentations and the features which are common to all types of academic presentations.

The workshop is not a language course but some time will be spent on the language of presentations, including the formal aspects. Students are expected to put the input from the workshop into practice themselves.



Arrival and settling in

Arrival in Frankfurt

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

The International Office, in cooperation with FS Buddy, tries to arrange for students arriving on regular working days (Monday-Friday between 8 am and 8 pm) to be picked up from the airport or train station by their buddy. Please note this will not always be possible.

From the airport to Frankfurt School of Finance & Management

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

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

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

Moving into your accommodation

Boarding House 2 + 3

Your rental documents will be ready and waiting for you at the International Office. Once you have collected your rental agreement and your keys, you can move into your room. If you get picked up by your FS buddy at the airport or train station, she/he usually has all relevant documents already with her/him and you can go directly to the FS Boarding House.

FS Dorms

Please contact the FS Dorms Manager at fs-dorms@fs.de prior to your arrival to arrange an appointment.



Registration office & Local immigration office

After moving into your new home, all students must register their address at the local registration office (Einwohnermeldeamt) within 10 days! If you entered Germany with a student visa, the registration office will then forward your data to the local immigration office (Ausländeramt). The International Office will inform you about the address, opening times and how to get there.

All non-EU/EFTA students must apply for a residence permit (visa extension) at the local immigration office within three months after their arrival. The International Office will provide you with a list of documents required for your residence permit application. They will also help you to fill out the documents if needed and will support you in making the appointment at the local immigration office.

Opening a bank account

We highly recommend to open a bank account within the first week after your arrival. This is of special importance for non-EU citizens since they need to apply for a visa extension. Students who had to open a blocked account for their

student visa to Germany must activate this account at the chosen bank. Please note that you have to be registered at the city first to be able to activate your blocked account. We advise you to open a bank account within the Cash Group, where you can withdraw money from any bank within the group free of charge. The following banks belong to the Cash Group and are represented in almost every city in Germany: Commerzbank, Deutsche Bank, HypoVereinsbank, Norisbank, Comdirect Bank, Berliner Bank, UniCredit Bank and Postbank.

Warning:

Please make sure that there is always enough money in your account for the deduction of your rent.

To pay your rent, you can give Frankfurt School a direct debit authorization or transfer the rent to one of the accounts indicated on the invoice monthly. A cash payment will not be accepted. The direct debit can be set up in the "Personal Data" section on "My Campus".



Orientation days – mandatory for all exchange students

Prior to the semester start, the orientation days for our international students take place. During this time we will provide you with useful information concerning your study programme, we will show you Frankfurt School's campus, give you an introduction to "My Campus" and many other important things.

Important information:

It is compulsory for every international student to participate in the orientation days. We recommend that you come to Frankfurt a few days prior to orientation in order to get settled and feel comfortable with your new environment.



Before your departure back home

Before you leave Frankfurt there are some things you need to take care of:

- de-register at the local registration office (Einwohnermeldeamt). In order to do so, go to the registration office one week before your departure and bring your flight ticket / train ticket.
- close your bank accounts
- cancel your contracts (e.g. gym)

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

- Contact the International Office and make an appointment for a room check. Clean your room before checking out as well as the bathroom and the kitchen you were using. A representative from the International Office will check your room to make sure everything is clean and nothing damaged. If everything is in order and you have returned your keys to the International Office, you will get the deposit back.

Academic Calendar

Winter Semester 2015/2016

| | |
|-----------------------------------|-----------------------------|
| International student orientation | 27.–28.08.2015 |
| Official semester start | 01.09.2015 |
| German Unity Day | 03.10.2015 |
| Bachelor examinations | 21.12.2015–09.01.2016 |
| Master examinations | Nov./Dec. (exact dates tba) |
| Official semester end | 28.02.2016 |

Summer Semester 2016

| | |
|-----------------------------------|---------------------------------|
| International student orientation | 25.–26.02.2016 |
| Official semester start | 01.03.2016 |
| Good Friday | 25.03.2016 |
| Easter Monday | 28.03.2016 |
| Labour Day | 01.05.2016 |
| Ascension Day | 05.05.2016 |
| Whit Monday | 16.05.2016 |
| Corpus Christi Day | 26.06.2016 |
| Bachelor examinations | 23.06.–02.07.2016 |
| Master examinations | May/June/July (exact dates tba) |
| Official semester end | 31.08.2016 |

Winter Semester 2016/2017

| | |
|-----------------------------------|-----------------------------|
| International student orientation | 29.–30.08.2016 |
| Official semester start | 01.09.2016 |
| German Unity Day | 03.10.2016 |
| Bachelor examinations | 21.12.2016–09.01.2017 |
| Master examinations | Nov./Dec. (exact dates tba) |
| Official semester end | 28.02.2017 |

NB: Please note that the lecture start may be different from the official semester period. Dates are subject to change.

Your contacts at the Frankfurt School of Finance & Management

The International Office is located on the second floor at Frankfurt School.
Office hours are Monday – Friday 9:00 am – 5:00 pm.

International Office

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|---------------------|---|
| tba | Responsibility: Outgoing Master students Phone: +49 69 154008-649 Fax: +49 69 154008-4649 Email: tba |
| Pia Jakubeit | Responsibility: Incoming students, Visa Phone: +49 69 154008-405 Fax: +49 69 154008-4405 Mobile: +49 173 3474964 Email: p.jakubeit@fs.de |
| Julianne Jones | Responsibility: Partner University relations Phone: +49 69 154008-836 Fax: +49 69 154008-670 Email: j.jones@fs.de |
| Silvia Kribus | Responsibility: Relations to International Organizations (e.g. DAAD), Researcher & Staff exchange, Erasmus Coordinator Phone: +49 69 154008-738 Fax: +49 69 154008-4738 Email: s.kribus@fs.de |
| Joana Rosenkranz | Responsibility: Partner University relations Phone: +49 69 154008-578 Fax: +49 69 154008-4578 Email: j.rosenkranz@fs.de |
| Edda von Sommerfeld | Responsibility: Outgoing Bachelor students Phone: +49 69 154008-160 Fax: +49 69 154008-4160 Email: e.sommerfeld@fs.de |

Emergency Telephone numbers

For non-critical incidents, we strongly recommend you call the International Office during business hours from Monday – Friday 9:00 am – 5:00 pm at 069 154008-405.

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

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|---|---------------------|
| Police | Phone: 110 |
| Fire Brigade | Phone: 112 |
| Ambulance | Phone: +49 69 19222 |
| Emergency Medical Department Frankfurt and Offenbach | Phone: +49 69 19292 |

Psychological Counselling

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|--|---|
| Psychologische Praxengemeinschaft Bismarckstraße 98 63065 Offenbach am Main | Phone: +49 69 82369636, Fax: +49 69 82369637 Internet: http://www.ppg-of.de/ Emergency hours for making appointments: Mondays to Fridays 9:00 – 9:30 am, Tuesdays and Fridays 1:00 – 1:30 pm Cooperation partners in the surgery are: Werner Gross, Gabi Böhmer, Antje Engler, Christiane Hupe (German-speaking only), Dagmar Losch, Monika Glas |
| Praxis für Angewandte und Klinische Psychologie Management, Prof. Dr. Norbert W. Lotz Sandweg 53 60316 Frankfurt am Main | Phone: +49 69 445139 Fax: +49 69 490070 Email: norbert.lotz@first-institut.de Internet: www.first-institut.de |

What do you need to do?

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



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Finance & Management
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