

Fact Sheet AY 2024/25

Flexible MBA Exchange



WHU – Otto Beisheim School of Management

International Relations Office and post address

International Relations Office
Campus Vallendar
Burgplatz 2
56179 Vallendar
Germany

ir@whu.edu
www.whu.edu/en
www.whu.edu/exchange

Follow us on Social Media:



WHUInternational

WHU Campus Düsseldorf visitor address

WHU Campus Düsseldorf,
Erkrather Straße 224a
40233 Düsseldorf
Germany





Administrative Matters

Academic Calendar*

<https://www.whu.edu/programs/exchange-programs/>

Customizable Length of Stay:

Due to the modular course structure, MBA exchange students can stay for as little as a few weeks, a full semester or anywhere in between.

During their stay abroad, students can choose from both Part-time MBA courses (offered on Saturdays and Sundays) and Full-time MBA courses.

MBA Fall 2024

Flexible Semester Dates:

September 01 – December 31, 2024

Orientation:

Will be arranged individually

MBA Spring 2025

Flexible Semester Dates:

January 01 – August 31, 2025

Orientation:

Will be arranged individually

*All dates are subject to change

Recommended Deadlines for Application & Nomination

Fall 2024

June 1, 2024 (recommended**)

Spring 2025

October 1, 2024 (recommended**)

Double Degree

April 1, 2024

** Please let us know if you would like to nominate students after the deadline.

Nomination Procedure

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

- First name and family name of the student (as shown in passport)
- Student's gender
- Student's nationality (for visa purposes)
- Intended length of study
- Study program (MBA, MBA Double Degree)***
- Student's email address

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

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

Start your MBA Exchange Program any time throughout the year



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

At the moment WHU cannot offer exchange students university sponsored housing in Düsseldorf. After the application deadline students will be provided additional information and resources which they can use to find housing. It is each student's responsibility to secure accommodation but we are happy to help and give them advice during the process.

Visa and Residence Permit

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

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

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:

- The student's name has to be mentioned as the insured person
- Period of time: coverage of the entire stay in Germany
- Region: 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 can contact the International Relations Office at WHU in advance to check if their health insurance is sufficient.

Cost of Living

A student's cost of living will be approximately between 900 - 1200 euros per month, depending on their lifestyle and how much they're willing to spend on free time activities (e.g. travelling, eating out, sports, visiting concerts and clubs).

- Accommodation: between 500 € and 700 €
- Mobile Phone: approx. 30 €
- Food: approx. 180 €
- Local transportation: 0 € (free semester ticket)
- Health Insurance: approx. 80 € if acquired in Germany
- Miscellaneous (leisure activities): approx. 300 €





Campus in Düsseldorf – MBA Exchange Program

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

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

For information on our MSc Exchange Program, please see our “WHU Campus Vallendar BSc MSc Fact Sheet”.

For more information on our Campus in Düsseldorf, please visit this website: www.whu.edu/mba-exchange

To “discover Düsseldorf”, have a look at this official city website: <https://www.duesseldorf.de/international/tourism/discover.html>

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

Fulfill one language requirement below:

- English as mother tongue
- Completed or currently studying in a university degree program taught and examined entirely in English
- Minimum internet-based TOEFL score of 100 points
- Minimum 7.0 in IELTS.

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

Program Offer for Exchange Students

On its campus in Düsseldorf, WHU graduate exchange students fulfilling the MBA admission requirements can choose classes from the Full-time and Part-time MBA Program.

On its campus in Vallendar, WHU offers a Bachelor in International Business Administration for undergraduate exchange students and since Fall 2017, a Master in Entrepreneurship in addition to the Master in Management and Master in Finance programs for graduate exchange students

(for information on these programs, e.g. academic calendar, see “WHU Campus Vallendar BSc MSc Fact Sheet”).

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

Course Catalog

www.whu.edu/courseguide

Language of Instruction

Our Full-time and Part-time MBA Program is entirely taught and examined in English.

Language Requirements

See “MBA Admission Requirements” on this page.

Academic Information

Class format: Lectures, seminars and exercises

Class size: 20 to 40 students

Examination types: Exams, papers, cases, presentations and participation

Attendance: Mandatory

Workload: 5 to 7 courses per term for all programs

Additional Student Services Available

- Personalized academic counseling
- Access to our award-winning Career Center (e.g. company presentations, networking and recruiting fairs, online job & internship database)
- Free Semester Ticket: access to all public transportation in North Rhine-Westphalia
- Free German language courses offered

Grading System

WHU Grading System		Definition
1.0 to 1.5	sehr gut	very good
1.6 to 2.5	gut	good
2.6 to 3.5	befriedigend	satisfactory
3.6 to 4.0	ausreichend	sufficient
5.0	nicht ausreichend	fail

Contact

Director of International Relations

Stefanie Schweins

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Coordinators

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MBA Exchange Coordinator (Inbound) Exchange Coordinator – China, Singapore, Australia, New Zealand, Latin America

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Scholarship Coordinator (Erasmus+)

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Isabella Wienchol-Rotondaro

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Double Degree Coordinator

Scholarship Coordinator

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Pui-Ying Chan (Athena)

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Exchange Coordinator – Canada

Bachelor European Summer Program

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Fact Sheet AY 2024/25

BSc and MSc Exchange



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Administrative Matters

Academic Calendar*

<https://www.whu.edu/programs/exchange-programs/>

Fall 2024

Quarter I	September 02 – October 25, 2024
Quarter II	October 28 – December 20, 2024**
Mandatory Orientation	August 28 and 29, 2024
Arrival Dates	August 26 and 27, 2024

Spring 2025

Quarter III	January 13 – March 10, 2025
Quarter IV	March 11 – April 30, 2025**
Mandatory Orientation	January 08 and 09, 2025
Arrival Dates	January 06 and 07, 2025

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.

*All dates are subject to change

**The official end of the spring semester is August 31st but no classes are offered between May and August. During that time students could do an internship in Germany based on their student residence permit. Fall term officially goes until December 31st but no classes are held in last 10 days of the term.

Deadlines for Application & Nomination

Fall 2024/Full Year	June 01, 2024
Spring 2025	October 01, 2024
Double Degree	April 01, 2024

Nomination Procedure

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

- First name and family name of the student (as shown in passport)
- 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 or our MBA Exchange Program on our Düsseldorf Campus (if eligible; see our WHU Campus Düsseldorf MBA Fact Sheet).

Erasmus Information

Information for Incoming Erasmus Students, Online Learning Agreement (OLA):

Receiving Institution Information:

Country: Germany
Name: WHU-Otto Beisheim School of Management
Faculty/Department: International Relations Office
Address: Burgplatz 2, 56179 Vallendar, Germany
ERASMUS Code: DKoblenz03

Receiving Responsible Person:

Name: Kristina Schwanitz
Position: Exchange Coordinator Europe
Email: Kristina.schwanitz@whu.edu
Phone number: +492616509163

Receiving Administrative Contact Person:

Same as above



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

<https://www.whu.edu/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 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.

Contact persons:

Philomena Richartz and **Sabine Neuer** (housing@whu.edu)
Phone: +49 261 6509-590/ -591

Visa and Residence Permit

<https://www.whu.edu/programs/exchange-programs/pre-departure-arrival-at-whu/>

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

<https://www.whu.edu/programs/exchange-programs/pre-departure-arrival-at-whu/>

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:

- The student's name has to be mentioned as the insured person
- Period of time: coverage of the entire stay in Germany
- Region: 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 can contact the International Relations Office at WHU in advance to check if their health insurance is sufficient.

Cost of Living

<https://www.whu.edu/programs/exchange-programs/pre-departure-arrival-at-whu/>

A student's cost of living will be approximately 1200 € per month, depending on their free time activities (e.g. travelling, eating out, using sports facilities, visiting concerts and clubs).

- Accommodation: between 530 € and 600 €
 - Mobile Phone: 30 €
 - Food: 150 €
 - Laundry: 20 €
 - Local transportation: 185 €* (Per Semester)
 - Health Insurance: approx. 100 €
 - Miscellaneous (leisure activities): 300 €
- *a one-time payment fee to be paid at registration

Deutschland Ticket

Starting with the fall semester 2024 students will be required to purchase the Deutschland Ticket. This allows them to travel nationwide on local public transport as well as all regional trains and busses. The Deutschland Ticket is only valid with the WHU student ID card. To receive this ticket students must pay the mandatory one time ticket fee of approx. 185,00 €. This amount is subject to change and will be communicated to the students well in advance. Students may pay using credit card or cash. Fees may apply when using a credit card, so we recommend that students first contact their credit card provider for more information.

Integration at Vallendar Event





Program Offer for Exchange Students

On its campus in Vallendar, WHU offers a Bachelor in International Business Administration and a Bachelor in Business Psychology for undergraduate exchange students. For Graduate exchange students WHU offers a Master in International Business in addition to the Master in Entrepreneurship, Master in Management and Master in Finance programs.

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.

Online Course Guide

www.whu.edu/courseguide

Language of Instruction

Two undergraduate tracks are offered: either with 80% or 100% of the courses in English. The graduate programs are taught completely 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. Therefore, a nomination from a partner university is considered proof that the student has a high level of English proficiency (at least B2).

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

Transfer of Credits: Undergraduate courses are worth 4,5 ECTS credits and Graduate/Language courses are worth 5 ECTS credits

German Language Course

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.

Grading System

WHU Grading System		Definition
1.0 to 1.5	sehr gut	very good
1.6 to 2.5	gut	good
2.6 to 3.5	befriedigend	satisfactory
3.6 to 4.0	ausreichend	sufficient
5.0	nicht ausreichend	fail

Faculty

<https://www.whu.edu/faculty/>

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

Additional Student Services

- Full access to the Career Center Services (incl. counseling, tailor-made newsletter with internships and job offers for international students, as well as access to the company presentations)
- VIP (Vallendar Integration Program is a student organization to foster the integration of exchange students at WHU)
- Student Buddy Program
- 24 h library and gym access



Contact

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Coordinators

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