

FACT SHEET FOR EXCHANGE STUDENTS

UNIVERSITY

Name	Frankfurt School of Finance & Management
Location	Frankfurt am Main, Germany
Faculty and Departments	<p>The Frankfurt School of Finance & Management is one of the leading research oriented business schools in the German speaking world. Research findings from the five departments of Frankfurt School are applied in leading corporations, the finance sector, politics, and development cooperation. Members of our faculty frequently comment on topical issues in all media. 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. Frankfurt School's practice-oriented and research-based courses regularly rank amongst the best in the whole of Germany.</p> <ul style="list-style-type: none">■ Finance Department■ Management Department■ Economics Department■ Philosophy & Law Department■ Accounting Department

Frankfurt School website	http://www.frankfurt-school.de
International Office website	http://www.frankfurt-school.de/home/about/international-office.html

ACADEMIC CALENDAR*

Summer semester 2019	Official semester start:	01 February 2019
	Examination period bachelor programme:	23 March – 30 March 2019; 25 May – 01 June 2019
	Examination period master programmes:	01 April – 06 April 2019; 20 May – 25 May 2019
	Official semester end:	31 August 2019
Winter semester 2019/2020	Official semester start:	01 September 2019
	Examination period bachelor programme:	19 October - 26 October 2019; 14 December - 21 December 2019
	Examination period master programmes:	28 October – 02 November 2019; 16 December – 21 December 2019
	Official semester end:	31 January 2020

*Please note that the start of lectures may be different from the start of the semester period. Dates are subject to change.

Orientation	<p>The International Office offers an "International Student Orientation", where we will provide students with useful information concerning our study programmes, we will show students Frankfurt School's campus, our online campus system and other important things they need to know when studying with us. Please note that the orientation is mandatory for all bachelor and master exchange students.</p>
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Dates:

- Summer semester 2019: 24 / 25 January 2019 (Subject to change)
- Winter semester 2019/20: 22 / 23 August 2019 (Subject to change)

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APPLICATION PROCEDURE

Nomination & Deadlines

Nomination deadline summer semester: 01 October
Application deadline summer semester: 01 November
Nomination deadline winter semester: 15 April
Application deadline winter semester: 15 May

We will only accept nominations through our online mobility tool. If your school has not yet set up an account for the nominations to FS, please contact the FS International Office.

If students need to apply for a visa, we strongly recommend that they submit their application in April / October.

Academic Requirements

Students should have studied for at least two years in a business or economics related programme to enroll in our bachelor programme. To enroll in our master programmes, students need to have finished their undergraduate studies and should have studied at least one semester at graduate level.

Required documents

- Proof of English proficiency and/or proof of German proficiency (see requirements below)
- Transcript of Records (official)
- Passport copy
- Biometric photograph
- Proof of international health insurance

All documents have to be submitted in the online application.

The link will be sent out by the International Office after the student has been nominated.

LANGUAGE

Language requirements

All master programmes and all advanced study phase modules of the bachelor programme are fully taught in English. The language requirements are as follows:

Bachelor programme:

English language requirements: TOEFL IBT 80, IELTS 5.5 or equivalent.

Master programmes:

English language requirements: TOEFL IBT 90, IELTS 6.5 or equivalent.

Only if students want to choose German-taught modules of the first four semesters of the bachelor programme, they will need to proof a German proficiency of level B2.

If the study programme at the home university is taught completely in English a confirmation from the study advisory is also accepted.

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- Frankfurt School offers German language classes to all international students. They are optional, on different levels and take place during the semester. Students will receive 6 ECTS for successful participation. A language test will be sent before the International Student Orientation. Based on the results and availability, students will be allocated to a German language class that meets their level of knowledge.
- Frankfurt School offers a one month intensive German language course in August, before the start of the winter semester.

MODULES

Modules eligible for exchange students

Bachelor programme:

All modules from the 6th and 7th semester of the bachelor programme are eligible for exchange students. Please note that all these modules are taught in English. The module catalogue is available at the International Office before the start of the selection period. If students wish to take German-taught modules, they might choose modules from the first four semesters of the bachelor programme. In this case it is very important that the student informs the International Office already when he/she applies for an exchange semester.

Master programmes:

Most of the master modules are open to exchange students (subject to availability, no guarantees may be given). The module catalogue is available at the International Office before the start of the selection period. Please note that the master programmes are completely taught in English.

Module selection

The module selection is done via the FS Online Campus before the start of the semester. Until the second session of a module, students may "add & drop" courses but have to report any changes to the International Office. After that, modules cannot be changed or removed and will later appear on the transcript.

Academic Load

Exchange students can take a workload of up to five modules (30 ECTS) per semester (including a German language course if selected) but no more than three modules per quarter. Students are required to register for at least one module.

Transcripts

The transcript of records is available online for the students. It will only be sent to the International Office of the home university upon request.

ADDITIONAL INFORMATION

Student Visa (compulsory for non-EU students)

- Dependent on requirements from the German embassy of the students' home country. Students need to contact their local German embassy.
- The visa has to be valid also for the orientation days before the start of the semester.

Insurance (compulsory)

Students must obtain a health insurance which is equivalent to the German public health insurance. During the International Student Orientation a mandatory insurance check is done. If the insurance is not sufficient (please refer to the health insurance info sheet for details), the student has to sign up for a German insurance (approx. 90 EUR per month).

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Housing

- Frankfurt School has its own student residences next to the campus.
- Due to limited availability, not all students can be guaranteed a room in our student residences.
- For further information, please check out our website:
<http://www.frankfurt-school.de/dorms.html>

RMV-Ticket

All students enrolled at FS need to purchase the RMV public transport ticket (approx. 215 EUR per semester).

INTERNATIONAL OFFICE CONTACT INFORMATION

Contact details
International
Office

Frankfurt School of Finance & Management gGmbH
International Office
Adickesallee 32-34
60322 Frankfurt am Main
Germany

The International Office is located on the second floor at Frankfurt School.
Opening hours are: Monday - Friday, 9am - 4pm.

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