



**Explore Germany**  
**Experience WHU**



**International Student Handbook**





Message from the Dean

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, and in Düsseldorf. 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.

In October 2012 WHU opened its second campus in Düsseldorf. Here we create a center of excellence for talent development. In addition to the Part-Time MBA program, the Full-Time MBA program and the Executive Education programs, many different events, conferences and networking events will take place at the new campus.

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 more than 190 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 25% 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) 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, 29 full professors and 16 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  
Dean

“The experience at WHU was the most precious time in my life. I got to know a lot of nice people who are German students and exchange students from all over the world. We shared a great time together by doing such things as studying for case studies and exams, taking parties, cooking, drinking and traveling together. I wish I could have stayed longer at WHU.”

Yui Kamikama, Keio University, Faculty of Business and Commerce, Japan



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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.international.whu.edu](http://www.international.whu.edu)

Join our Facebook Fanpage:

[www.facebook.com/WHUinternational](http://www.facebook.com/WHUinternational)



Willkommen ยินดีต้อนรับ Welcome добро пожаловать Benvenuto  
ようこそいらっしゃいました。Bienvenue Välkommen Bienvenido Bemvindo  
Khosh Amadin 受欢迎的 Velkommen 환영합니다. Hoş geldiniz Bem-vindo

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## The School

WHU is an internationally oriented and privately financed business school based in Vallendar and Düsseldorf. Founded in 1984, WHU is now one of the most renowned German Business Schools with an exceptional national and international reputation. WHU stands for Excellence in Management Education and pursues this goal in three core areas: Academic Programs, Research, and Executive Education & Business Engagement.

Quality, internationality, and practical relevance are our principal guidelines in all areas. The results are expressed in our excellent national and international rankings. Furthermore, our business school has more than 185 partner schools worldwide and an outstanding corporate network.

WHU offers top-level academic programs in business administration (BSc, MSc), a Full-Time, a Part-Time and an Executive MBA, the Bucerius/WHU Master of Law and Business – Joachim Herz program, customized company programs and the possibility to pursue a doctoral degree and the German „Habilitation“.

### Academic Programs Open to Exchange Students

#### Undergraduate Program:

- Bachelor of Science in Business Administration/Management
- 3-year program
- 80% of the courses are conducted and examined in English

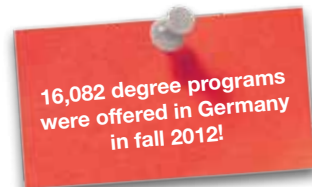
#### Graduate Programs:

- Master of Science Program (MSc)
- A Master in Management and a Master in Finance
  - 17 or 21-months programs
  - Offered in the General Management or Concentration Track (Master in Management) or with a specialization in Finance (Master in Finance)
  - 100% of the courses are conducted and examined in English

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

#### Master in Business Administration (MBA)

- Full-Time and Part-Time program
- located in Düsseldorf
- 100% of the courses are conducted and examined in English



## WHU in Numbers

### Faculty

All data refer to end-September 2012 if not stated otherwise

Full Professors	29
Assistant Professors	20
Post Docs	3
International Visiting Professors (Oct. 2011 – Sep. 2012)	approx. 20
Honorary Professors	13
External Lecturers	approx. 70
Staff	122

### Faculty Groups

Accounting & Control, Economics, Finance, Innovation & Entrepreneurship, Marketing, Strategy & Organization, Supply Chain Management

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

Approx. 2,500 Members in approx. 65 countries

### Founders and Benefactors of WHU

(financial year 2010/2011): 120 and many more friends and supporters

### Budget

(financial year 2011/2012): 27 Mio. €

### Students and Participants

All data refer to two cohorts but the doctoral students

BSc program	540
MSc program	180
Full-time MBA program	64
Part-time MBA program	80
MLB program	51
EMBA program	107
Doctoral students	279

### Students in total

1,301

Participants Executive Education	231
Participants European Summer Institute and European Programs	264
Exchange students	146

### Accreditations

AACSB, EQUIS, FIBAA

### International Network

over 190 partner schools worldwide

### Location

Vallendar, Düsseldorf

## Milestones

- 1984 WHU is founded in Koblenz, Germany, as a private business school at university level and the first diploma class is admitted
- 1988 WHU moves to the Marienburg in Vallendar
- 1993 WHU receives a generous donation to its endowment by Otto Beisheim
- 1997 WHU and the Kellogg School of Management (Evanston, Illinois) establish a joint Executive MBA Program
- 1998 WHU is the first German business school achieving EQUIS accreditation

- 2001 WHU becomes the only private school to join the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG)
- 2005 WHU launches the Bachelor and Master of Science Program; start of the MBA Program
- 2006 WHU and the Bucerius Law School (Hamburg, Germany) initiate the joint Bucerius/WHU Master of Law and Business-Joachim Herz Program
- 2007 The first "Juniorprofessors" are appointed
- 2010 Start of the Part-time MBA Program in Düsseldorf WHU is accredited by AACSB International
- 2012 WHU achieves the FIBAA System Accreditation WHU opens its second Campus in Düsseldorf

September 2012

## Why Choose WHU

- One of the leading business schools in Germany and Europe
- Centrally located in Germany and Europe – the best starting point to explore Europe
- 80% of the undergraduate and 100% of the graduate courses are taught in English
- International network of more than 190 partner universities worldwide
- Benefit from full access to our Career Service
- Study in a UNESCO World Heritage region surrounded by beautiful vineyards
- Privately funded and research-oriented school
- Small and international classes and study groups
- More than 100 student initiatives ranging from sports to theater
- AACSB, EQUIS and FIBAA accredited

## WHU in Pictures



## Germany within Europe and the World



**Capital:** The capital and largest city is Berlin.

**Population:** About 82 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 a lot of people know foreign 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 357,050 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).

1.2% of the world population lives in Germany in 2011!

### 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 common 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. The population of the EU member states amounts to more than 501 million inhabitants generating a GDP (current prices) of 16,242 billion U.S. dollars in 2010.

- @ [www.epp.eurostat.ec.europa.eu](http://www.epp.eurostat.ec.europa.eu)
- @ [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.

- @ [www.discover-germany.diplo.de](http://www.discover-germany.diplo.de)
- @ [www.bundesregierung.de/en](http://www.bundesregierung.de/en)

"Thank you for a nice semester at the WHU, not only from an academic – but also social perspective. During my stay I got to know people more inspiring and driven than usual and I bounded lifelong friendships. WHU is a private university where people work and live together, why students also judge and know each other very well. People are open minded and willing to get to know you. Everyone is hard working and wants to achieve their goals - and they do this! WHU was for me the ultimate experience! I thank you for having me as a visiting student from Copenhagen Business School and I wish the school, students and employees all the best in the future."



Jonas Madsen, Copenhagen Business School, Denmark

#### 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. In 2010 about 2.2 million students were enrolled in the nearly 400 higher education institutions. 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.



- @ [www.destatis.de](http://www.destatis.de)

#### Food

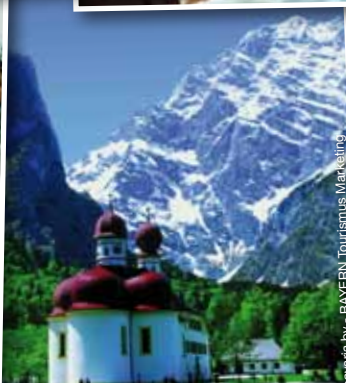
Traditionally, food in Germany was mainly based on meat and potatoes but in recent years this has changed as cooking increasingly becomes a hobby and culture also incorporating the many international influences. The great regional variety within Germany varies from Sauerkraut and knuckle of pork to pickled 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.

#### What others think about Germany

Here are some of the clichés that float around about Germany. Once you are here you will see that most of them are not representative but that some of them might even be true. So the best is to come and see it for yourself.

- Germans are:
- ... beer drinkers.
  - ... huge sausages and sauerkraut eaters.
  - ... brass music enthusiasts and wear leather pants ("Lederhosen").
  - ... obsessed with punctuality.
  - ... lacking a sense of humor.
  - ... all blond with blue eyes.
  - ... precise, highly organized and hard-working.
  - ... in love with their cars.

## Germany in Pictures



When answering their phone, Germans do not answer with "hi" or "hello" but with their last name!

## 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"). Usually adults address each other using the formal "Sie". Generally, Germans take their time before using first names usually 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 if 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 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 hostess.
- 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. Especially offenses against this rule during night might upset your neighbors who then call the police.



## Exchange at WHU – A Lifetime Experience

### Why Study Abroad?

Studying abroad will be an enriching adventure where learning takes place inside and outside of the classroom walls. However, deciding if you want to spend one or two semesters abroad at another university in a different country is a difficult and important decision to make. No doubt about that. Here are 10 reasons why you should study in another country:

#### 1. Have the time of your life

Most important about studying abroad is that this will be the time you will always love to look back on. The best time of your life as you explore new things, meet great people, enjoy yourself and travel to new places. An unforgettable time with lots of great memories!

#### 2. Personal growth

Students who return home from their stay abroad often describe this experience as a maturing process, personally and mentally, or even as life-transforming. The situation of being exposed to new ways of thinking and living encourages personal development and independence. After being back home you will most likely experience an increase in self-confidence and you will be filled with pride in what you have accomplished.

#### 3. Exploring the world

Studying in another country or even continent offers the great opportunity to discover new and fascinating natural landscapes, historical landmarks and climates. You can go to places which you otherwise might not have the chance to visit.

#### 4. Meet people from around the globe and make friends for life

While being abroad, you will not only meet citizens of the country in which you study but also other international students from around the globe who are as far away from home as yourself. You will make new friends who you can share interests with and learn new ideas from which last for a lifetime.

#### 5. Expand your view on world affairs

Expand your personal and professional horizon by exchanging ideas with people from other backgrounds and cultures as well as through acquiring first-hand cultural knowledge of the host country. This experience will definitely shape your international perspective.

“WHU’s exchange programme is tailored to your needs. They provide you with plenty of diverse activities, fully equipped classrooms and resources, as well as dedicated professors who encourage you to integrate your personal experience into your course work. I have had the best semester abroad I could have ever imagined. I have only been left with good impressions and memories of my WHU exchange experience. So what I can tell you is that if you are considering participating on this exchange is: DO IT! YOU WON’T REGRET IT!”

Sue Cassel, Universidad de San Andres,  
Departamentos de Administración y Economía, Argentina



Germany is the fourth most popular host country for foreign students worldwide!

#### 6. Experience a new culture

Immerse yourself in a totally different culture with its differences in language, food, appearances and personal habits but also perceptions, beliefs and values. All these factors influence one’s way and philosophy of life. Being part of another culture, living it, helps understand one’s own culture and other cultures by strengthening intercultural awareness but also influencing one’s own way of perceiving and interpreting things and situations.

#### 7. Break out of your routine

Do you want to try something new and break out of your daily routine? Studying abroad gives you this option. You will live in another surrounding, dive into another culture and get to know other people and lifestyles. Everything will be new and exciting for you.

#### 8. Enhance your career opportunities

More and more companies value the experiences and skills students gain through studying in another country. In an increasingly globalized world companies seek students who gained international experiences, are culturally aware and embrace challenges.

#### 9. The best way to learn a language

There is no better way to learn a language or improve existing language skills than living in a country where this language is spoken. Being surrounded by the language, speaking and listening to it every day, and experiencing it in its correct cultural context, makes you learn the language in no time.

#### 10. Explore another education system

Studying abroad also means facing a new education system but at the same time giving you the chance to take courses which are not offered at your home school. The courses can either be on other (country-/region-specific) topics or opening up new perspectives on already known topics.



## A Unique Experience – What WHU Has to Offer

Besides its outstanding academic programs, studying at WHU also offers 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 cities 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. At this place the saying – in Europe everything is only a stone's throw away – becomes reality.

During your exchange at WHU you will have the unique 190 partner universities. 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 can give you a better impression on how studying abroad at WHU looks like than former exchange students who can give you the best information, share own experiences and introduce you to studying at WHU and life in Germany. The perfect people to answer all your questions and give hands-on advice are our Study Abroad Ambassadors. All our ambassadors have spent one semester/academic year at WHU or are WHU students who are engaged in our student initiative VIP (Vallendar Integration Program) which is responsible for the integration of the exchange students into the WHU student community.

To get in touch with them just visit our Facebook fan page: International@WHU



[www.facebook.com/WHUInternational](https://www.facebook.com/WHUInternational)

"I had an amazing time at WHU, the IR team, VIP and the students in general were very helpful and did all they could to make my time there more fun. I would have loved to stay longer, and will always remember the great times I had and great people I met there."

Katrina Thorp Wilson, Victoria University of Wellington, Faculty of Commerce and Administration, New Zealand



"I had the most incredible semester abroad at WHU. I was challenged in the classroom by outstanding professors and my fellow students. I learned about Germany and its culture, formed deep and lasting friendships, and had more fun than I ever would have dreamed of having. The experience WHU provided helped shape my life, created wonderful memories and gave me more direction for my future in business."

Lori Lien, University of Southern California, Marshall School of Business, USA

"My semester at WHU has been one of the most extraordinary experiences of my life. The school, the students, and the community have left me with fond memories and lasting impressions. The school staff were incredibly supportive - from assisting with living accommodations to talking with recruiters about career possibilities and even giving great travel advice, staff were helpful in every sense. The faculty are not only experts in their respective fields but also effective teachers who greatly facilitated the learning process. The students, who come from all over the world, were some of the most interesting and simply wonderful people I have ever met. They really made living in a foreign environment feel like a second home, and I will never forget the dinners we had together, the trips we made to faraway places, and especially the parties that never ended. If you want to study business in Europe, there is no place better than Germany, and within Germany there is only one name that truly matters – WHU!"

Oscar Florez Jaramillo, University of Florida, Warrington College of Business Administration, USA



## Explore Germany



Germany's central position within Europe, thus being 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 36 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.

Besides being the 2nd most popular cultural travel destination within Europe, the country is also the number one destination for business trips with state-of-the-art trade, conference and convention centers.

Come and see for yourself!

## Some Travel Tips



### Oktoberfest in Munich

The annual celebration is the largest beer festival worldwide.



### 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.

### Former German Wall in Berlin

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

### 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.

### Port in Hamburg

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



### Brandenburg Gate in Berlin

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

### 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.



### Heidelberg

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

## 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, shoe store, flower store etc.) you will find some larger ones like ALDI, REWE or LIDL. Stores are open from 8:00 or 9:00 a.m. and close between 6:00 and 7:00 p.m. Monday through Friday, and normally from about 9:00 a.m. to 2:00 p.m. or 6:00 p.m. on Saturdays. From Monday to Friday the REWE store in Vallendar is open 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, 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, Visa and Cirrus, 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).

### Restaurants

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

### Pubs and bars

Korova Bar, Hellenstraße 43  
Stylish student bar.  
Wüstenhof, Wüstenhof 1  
Beer garden view over Koblenz.

### Other eateries

Metzgerei Glaß (Butcher), Heerstraße 26  
Atun Döner Kebab Haus, Marktstraße

## Koblenz

There are more than 20,000 castles in Germany, making it one of the most castle-populated countries in the world!

Six kilometers from Vallendar, the world famous “Deutsche Eck” stands at the confluence of the Rhine and Moselle in Koblenz. 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 happy atmospheres of its squares and river promenades make Koblenz a sympathetic town where its guests feel right at home. The view from high (118 meters) above the Rhine at Ehrenbreitstein Fortress across the “Deutsche Eck” (German Corner) 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 is available in Koblenz in 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 it is only few steps to the banks of the Rhine or the Moselle and the experience of strolling along the promenade amidst a wonderful landscape.

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 over the centuries was captured by the Franconians, 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 “Deppekoche” (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.





Firmungsstraße by night



Am Plan

## Pubs

### Irish Pub (Burgstraße 7)

For Guinness drinkers. Always something going on. Take a look, even if there is nowhere to sit. Mondays and Thursdays: live music in the cellar

### 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.

### Fellinis (Görresplatz)

A lot of young people, sit outside in summer.

### Gecko Lounge Cocktailbar (Gemüsegrasse)

Cosy atmosphere in the vaulted cellar. Jazz on Thursdays!

### Joe's Winkel (Florinsmarkt)

Unbelievably narrow. View of the Moselle. Monday Peanut Party, throw your shells on the floor please!

### Café Miljöö (Gemüsegrasse)

WHU students, chess players and newspaper readers are always there. Like so many other cafes in Koblenz during the summer everything happens outside.

### Grand Café (Görresplatz),

Beautiful Vienna-style, sometimes live Piano music, good and cheap brunch, disco on weekends.

### Havana Restaurant & Cocktail Bar

(Kornfortstraße 6)  
Cuban restaurant, good food, various cocktails, nice bar, Cuban music.

### Enchilada Restaurante y Bar

(Gerichtsstraße 2)  
Mexican food, full bar with a variety of cocktails. Happy hour!

### Weinhaus Hubertus (Florinsmarkt)

Typical German wine restaurant.

## Dance clubs

### Palais (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.

### Grey Club (City Center/Poststraße)

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

The beer garden "Hirschgarten" in Munich is with 8,000 seats the biggest beergarden in the world!

## 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."

### Maximiliansbräu (Lahnstein)

If you've been to the "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 Höreth

(Mühlental 4, Koblenz-Gondorf/Moselle)  
About 30 minutes away by train or car, nice walking paths, nice view, good local wine, food, historical court. Phone number: 02607 6474

### Guttschänke Schaaaf

(Fährstraße 6, Winningen/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. Mondays not open. Phone number: 02606 579.

## Live music, art and cabaret

### Café Hahn (Koblenz-Güls)

Often good concerts, always a lot of people, get your tickets early. Phone: 0261 42302.

### Kulturfabrik (Mayer-Alberti-Straße)

Everything happens there, concerts, plays, clubbing. Phone number: 0261 85280.

### Sporthalle Oberwerth (Jupp-Gauchel-Straße 10)

Pop and Rock concerts, sports events.

"Going on exchange to WHU is one of the best decisions I have ever made and it has proven to be way better than I have expected. The staff at International Relations Office are really helpful and know exactly what we need and they have helped me to solve the problems I have encountered during my stay successfully. The school is one of the best universities in Europe and the quality of professors is beyond doubts. I have learned a lot academically and personally. If you want to have a taste of Europe's lifestyle, the best beer in the world or the feeling of studying with a bunch of elites, WHU will be your choice!"

Ling In Wong, HKUST Hong Kong University of Science and Technology,  
School of Business and Management, Hong Kong



Exchange @ WHU in Pictures



## Academic Programs and Chairs

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

### Undergraduate

- Bachelor of Science in Business Administration/Management (BSc)

### Graduate

- Two Master of Science (MSc) Programs: a Master in Management and a Master in Finance
- Full-Time and Part-Time Master of Business Administration (MBA) – located in Düsseldorf

The faculty groups and corresponding chairs and professorships at WHU:

#### Accounting and Control Group

- Financial Accounting
- Taxation and Accounting
- Institute of Management Accounting and Control
- Accounting

#### Economics Group

- Monetary Economics
- Regulatory Economics
- Macroeconomics and International Economics
- Microeconomics and Industrial Economics I and II

#### Finance Group

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

#### Innovation and Entrepreneurship Group

- Entrepreneurship I and II
- Technology and Innovation Management
- Business Information Science and Information Management

#### Marketing Group

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

#### Strategy and Organization Group

- Corporate Strategy and Governance
- International Business and Supply Chain Management
- INTES Institute of Family Business
- Organization Theory
- Leadership and Human Resource Management

#### Supply Chain Management

- Production Management
- Logistics Management
- Logistics and Services Management



### **Bachelor of Science in Business Administration/Management (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, international course of studies. The program is knowledge-based, but also puts great emphasis on practical experience. Three 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.

@ <http://bachelor.whu.edu>

### **Master of Science Programs (MSc): Master in Management & Master in Finance**

The Master of Science Programs at WHU are designed for graduates with a first academic degree in a business-related field of study who are keen to work in an international context. Both programs include a comprehensive module-based curriculum, an integrated study abroad component in the form of either a semester abroad or an international capstone module, an internship that provides students with pronounced practical experience, and the option to acquire an additional master's degree at some of WHU's partner universities. Both the Master in Management and the Master in Finance last 17-21 months and end with the award of the Master of Science degree.

@ <http://mim.whu.edu> @ <http://mif.whu.edu>

### **Full-time Master of Business Administration (MBA)**

The Full-Time MBA Program is designed for young academics from various fields, who have at least two years professional experience following their undergraduate studies. The aim of this 15-months 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 40 ensures an excellent learning environment between professors and students. The interdisciplinary exchange aspect is ensured by the different specialty backgrounds of the various participants.

@ <http://fulltime-mba.whu.edu>

### **Part-Time Master of Business Administration (MBA)**

The Part-time MBA Program at WHU follows a weekend study format and is designed for highly motivated working executives who have at least two years of post-graduate experience. This comprehensive two-year study focusses on general management know-how with a strong emphasis on the development of leadership and interpersonal skills. An average class size of 50 participants comprising of talents from various academic and professional areas spurs an effective knowledge exchange amongst the participants and an excellent learning environment in the classroom. This program includes three live-in weeks abroad at WHU's renowned partner schools in the USA, China and India.

@ <http://parttime-mba.whu.edu>



"The opportunity to complete my concentration module within the WHU's MBA Full-time Program as an exchange student was the perfect way to put in practice everything I've learned in my home university. WHU offers the adequate environment to live an exciting international experience. You get the feeling that you can actually learn from every space you have, from every class you take and most important, from every person you meet. The curricula are just amazing. Inside the courses, you can discover such amount of different ways of doing things that a student cannot wait to implement them in his own projects, and sometimes, even into his personality. Moreover, WHU, as one of the top schools of management in Germany, teaches the best practices in business used in this leading European country in combination with the most known and accepted theories from all over the world. The synergy is truly remarkable. Professors, course material, infrastructure and classmates make this happen. This was always my choice and now I can say that I wouldn't change it for anything."

Hussein A. Miguel Lara,  
ITESM Instituto Tecnológico y de Estudios Superiores de Monterrey, EGADE, Mexico

## 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% 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 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.

### 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.

### 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.mywhu.com](http://www.mywhu.com)). 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 Bachelor of Science course has a total of 24 contact hours while a Master of Science course has 30 contact hours in total. The contact hours 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.





120,000,000 people worldwide speak German as their first language!

“During my exchange at WHU, I had a great experience inside and outside the classrooms. In both courses that I took, Entrepreneur and Brand & Price Management, I enjoyed and learned a lot from classmates and professors. Also, I had the opportunity to get to know different people and cultures which expand my perspective further. My stay at WHU has been one of the most memorable experiences. Thank you for such a warm welcome!”

Salinrat Pruksa, Chulalongkorn University,  
Sasin Graduate Institute of Business Administration, Thailand



### Grading scheme

Grades at WHU are based on the following scale:

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



### 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.

### German language courses

German is the official language in Germany. It is also spoken in other European countries, such as Austria, Liechtenstein, Switzerland, etc. German mother tongue speakers make up the highest number of native speakers in the European Union and it 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:

- 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

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. You find offices from the Goethe-Institut in various locations abroad as well as throughout Germany. They offer various levels of courses throughout the year. Please find more information at the following website:

@ [www.goethe.de](http://www.goethe.de)

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. If you are interested in this program, just register by sign in the lists which will be distributed in the German language courses.

### Buddy Program

During your stay at WHU, you will be assigned two buddies: a student buddy and an academic buddy. The student buddy can help you out with all "regular" questions concerning studying at WHU and everyday life (at WHU and in Germany) whereas the academic buddy as a faculty member can help you as a counsellor with more specific academic questions (concerning literature etc.) you might have once you started your term at WHU. You will get more information about your academic buddy during your first week at WHU.

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 WHU and the city to you, 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!

"WHU offers its students an exciting and challenging curriculum. The daily coursework and class discussions continually push students out of their comfort zones, and the frequent in-class presentations require students to synthesize their learnings and defend their ideas. Exchange students are welcomed as part of the WHU community from their first day on campus."

Michael Joyce, Dartmouth College,  
Tuck School of Business, USA



## Career Service

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 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 Service Team

@ [www.whu.edu/en/praxis/career-service/](http://www.whu.edu/en/praxis/career-service/)

A selection of companies which are active at WHU:



## 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

First of all a warm welcome from our side as well! We are all students of WHU and together we form the student initiative "VIP." 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 term 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 give you support 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, 2,000 participants from 25 European universities and Business 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.de](http://www.whu-euromasters.de)



**Theater group**

The WHU student theater group has been in existence since fall 1989. Its founder was Philipp Burgtorf (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.

**WHU students help**

WHU Studenten helfen e.V. ("Students Help") was founded in fall 2004. The aim of this initiative is to put social commitment into effect in form of real-life projects. This should establish a basis from which the activities can be sustained in the long-term and to motivate future classes to instigate their own diverse aid projects. The budding initiative's first project is to help equip a gynecological clinic in Herat, Afghanistan. In late May 2005, eight WHU students flew to Afghanistan in order to personally deliver three sea containers packed full of medical supplies and to ensure that the medical devices could be put to good use.

@ [www.whush.de](http://www.whush.de)

**Confluents**

Confluents 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, Confluents 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.confluents.de](http://www.confluents.de)

For information about other student activities and initiatives, please have a look at the following website: [www.whu.edu/student-activities/](http://www.whu.edu/student-activities/)

**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, Campus for Marketing etc.

@ [www.whu.edu/en/campus-life/student-activities/student-clubs/campus-for-series](http://www.whu.edu/en/campus-life/student-activities/student-clubs/campus-for-series)

**Housing Information – Vallendar**

As Vallendar is a small town, WHU can only offer very few housing options directly located next to the university buildings. Our housing coordinator Philomena Richartz 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 will offer you a housing option according to your indications in the online application. After your acceptance she will help you to get in touch with your future landlord. A kind of pre-contract is to be made between you and WHU in any case. Some private landlords might close an own contract with you, which means that you pay your rent directly to him/her. A security deposit of 500 € 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 and offers fully furnished apartments. This includes, besides the standard inventory fittings, bed linen, dishes and other kitchen utensils etc.



**Apartment house "Heerstraße"**

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.



**In Praxi Apartment house**

The In Praxi apartment house in the Goethestraße is a totally new erected house for WHU students. It is only a 5-10 minutes walking distance to WHU and only around 100 m uphill. Most of the apartments will be rent by exchange students. Altogether there are pro-



vided 48 single units with separate bathroom and kitchenette. The apartments are fully furnished and completely equipped so that you only have to bring with you your private belongings. The monthly rent varies from 450 € – 460 € depending on the size of the apartment. This house has a common room which can be used by all renters. Additionally it provides a laundry room with washing machines and dryers (all to be used with Euro coins). Drivers have the possibility to rent a parking slot for their car - even some covered car parking! Das InPraxi House at Goethestraße is a non-smoking area!

#### Apartment house “Höhrer Straße”

Höhrer Straße is a modern building with student apartments in various sizes and also opened in 2011. It is located in 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.



#### Haus Wildburg

Haus Wildburg is a historical and romantic building that belongs to the “Schönstätter Marienschwestern”, who belong to the Schönstatt Family, an internationally active Catholic group. A part of the building is still used by the Schönstatt family, but WHU students stay in a separated wing with a separate entrance. This housing option combines the advantage of being quite near to WHU (approx. 8 minutes walking distance) and the center of Vallendar. The two fully equipped kitchens plus the five bath/shower-rooms (equipped with washing machines/dryers) are to be shared by the students. Additionally they can use the four lounges.



#### Humboldthöhe

The “Humboldthöhe” is a big apartment house in Vallendar, about 5-10 minutes walking distance and was originally used as a senior residence. However, now the house is shared by seniors and WHU students.

The apartments vary in sizes from a 1-room

apartment with 29 m<sup>2</sup> to 3-room apartment with 86m<sup>2</sup>. All come with a separate, own bathroom and a fully equipped kitchenette. They were totally renovated in late 2010, modernly furnished and fully equipped.



#### Private apartments

There is a very wide range of 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. Very few apartments have a separate living room. Some landlords or WHU students offer individual rooms for rent; in such cases, students have their own bedroom with a single bed, and the bathroom and kitchen are shared.

@ [www.whu.edu/housingvallendar](http://www.whu.edu/housingvallendar)



Contact:  
**Philomena Richartz**  
 Housing Office  
 philomena.richartz@whu.edu  
 +49 261 6509 503

#### Cost of Living in Germany

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 around 800 € per month. Your budget will mostly depend on your accommodation and how you manage your free time (e.g. travelling, eating out, opera, concerts, using sports facilities, visiting museums and clubs).

The approximate cost of living per months in Germany/Vallendar

- Accommodation: between 270 € and 515 €
- Mobile phone: 30 €
- Food: 150 €
- Laundry: 20 €
- Copies: 20 €
- Local transportation to Koblenz: 70 €
- Health insurance: mandatory for medical expenses and emergencies (approx. 80 € if acquired in Germany)
- Miscellaneous (leisure activities): 300 €



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. Your email account and internet connection on campus are free of charge.

## Academic Calendar and Admission Procedure

### Academic Calendar – Campus Vallendar

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 end of December

Quarter I:

Early September to end of October

Exam week: Last week of October

Quarter II:

Early November to Christmas

Exam week: End of December (before Christmas)

#### Spring semester:

Early January to end of April

Quarter III:

Early 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  
and first days of May

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.

Students from non-partner universities could benefit from a slot as guest student/freemover. To join WHU as a guest student/freemover you would have to apply by sending your CV, motivation letter and transcript to our exchange coordinators (please see contact section). As you will not be coming under a cooperation agreement between universities, the tuition fee has to be paid by you. For more information on our freemover program please, contact the responsible exchange coordinator.

### Admission Deadlines

Fall semester and full academic year: June 1st

Spring semester: October 1st

“I had a remarkable experience on exchange at WHU. During my time here, the International Relations Office Staff as well as the VIP Team planned various trips and activities for the new students to participate in, including a trip to Oktoberfest. Through these activities and due to the fact that WHU has a smaller community, I got to know mostly all of the new exchange students and some German students. It was unbelievable that I was meeting so many people, who had all these different backgrounds. I learned so much from them and even picked up on some words from the different languages. If I had any questions, other students and the exchange coordinators were always there to help. I traveled to many countries around Europe as well as to different cities within Germany with the new friends I made. Overall, the four months I spent at WHU were like none other and full of great memories!”

Harinder Brar, The University of British Columbia, Sauder School of Business, Canada



## 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 medicines – 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 German insurance company AOK upon arrival at WHU. You must apply for it as soon as you get to Germany. The cost for students is approximately 80 € per month. The application process could take up to three weeks but you are already insured during this period. Afterwards AOK will send you the proof of insurance.

Insurance from AOK covers in short: Medical treatment, with free choice of doctors and dentist, hospital treatment, complementary treatment and devices aids and wheel chairs, check-ups for prevention and early diseases, examinations relating to pregnancy and preventive dentistry.

If you are 30 years or older, 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.

The German healthcare system has the reputation of being one of the best in the world!

### 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.

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). The visa will normally be issued for a period of three months, regardless of the time you will be staying in Germany. Once you entered Germany with a visa, you will apply for a residence permit covering the entire time of your stay.

Please make sure to apply for a student visa as a tourist visa cannot be changed into a student visa once in Germany.

### Residence Permit

All Non-EU citizens staying in Germany for more than 3 months must officially obtain a residence permit. You will need to apply for your student residence permit at the local alien office (Ausländerbehörde) in Koblenz after your arrival. 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. This will save you a lot of time and problems.

#### You need to gather the following documents:

- Photocopy (or print out) of recently-dated proof of sufficient funds (at least 670 €/month) in English or in German (bank statement, account statement, certificate of scholarship and/or parent’s certificate including parents’ bank statement).
- Photocopy of proof of valid health insurance in English or German (mandatory data needed: confirmation letter specifying coverage for sickness, emergencies and all medical expenses, insurance period (whole time you will spend in Germany/Europe), region or country of coverage, your name).
- Photocopy of passport
- Photocopy of WHU letter of acceptance
- Passport-sized photo

## Getting Settled – Practical Information

On average Germany has 1,550 hours of sunshine per year!

### 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 please bring appropriate clothes for spring and summer, incl. sweaters and umbrellas/raincoats.

### 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.

### Internet and computer facilities

You have full access to all WHU computer facilities and W-LAN/wifi 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 term period):

- 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 your 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 your 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, 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. Sundays all shops are closed. Only some bakeries are open in the morning.

### Telephone/cell phone

Most of the housing options offered by WHU do not have a landline phone and for you it is quite complicated to get a telephone line installed at your home for this short duration. Therefore, most exchange students decide just to have a cell phone. The easiest option for this is to have a pre-paid account. You would just buy a sim card (with or without a phone) at a local supermarket, gas station or electronic store and top up your account with a certain amount of money. You only need to bring along your ID card or passport. When your credit starts to run out simply re-charge your account by buying a prepaid card at a kiosk, gas station or supermarket.

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 wireless LAN is provided around campus and all housing options offer internet most students use internet telephone providers to call family and friends back home.



“The WHU experience was a much rewarding and charming one to me. In a calm yet welcoming atmosphere, I felt not only at ease but also much enriched and empowered in my student life! Staff at school, local students, fellow Tauschies, and the inhabitants of the town, all made up memories for me to cherish. During my stay there, I benefited from business education of high quality, and relished the German lifestyle as well as a diverse international culture. Observing WHU’s 25th anniversary, I witnessed this ambitious business institution’s glorious past and promising future. To conclude, I would condense my personal experience at WHU into the same three letters – Well-rounded, Hospitable, and Unfading.”

Longyi Bi, ESCP Europe, France



## 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
- 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)
- Cloths for warmth and cold
- Umbrella
- Medication (if needed)
- Business casual cloths for class presentations and company visits
- Extra pair of glasses or contact lenses
- Tourist guide
- Addresses and photos of family and friends
- Travel alarm clock
- Sunglasses
- Backpack
- MP3 Player

### Public holidays

Public holiday	2013	2014	2015
New Year’s Day	January 1st	January 1st	January 1st
Good Friday	March 29th	April 18th	April 3th
Easter Monday	April 1st	April 21st	April 6th
Labor Day	May 1st	May 1st	May 1st
Ascension Day	May 9th	May 29th	May 14th
Pentecost	May 20th	June 9th	May 24th
Corpus Christi	May 30th	June 19th	June 4th
German Unification Day	October 3rd	October 3rd	October 3rd
All Saint’s Day	November 1st	November 1st	November 1st
Christmas Day	December 25th	December 25th	December 25th
Boxing Day	December 26th	December 26th	December 26th

Drinking and driving the blood alcohol limit is 0.5 ‰ for car drivers and 1.5 ‰ for cyclists in Germany!

## Getting Around – Transportation – Campus Vallendar

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

### 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:

@ [www.kevag.de/kevag-verkehrs-service](http://www.kevag.de/kevag-verkehrs-service) (the page is only available in German)

### 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 the annual „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 seriously on 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.

#### Here are some general driving rules:

- It is illegal to pass on the right lane on the Autobahn. Slow moving vehicles must always move to the right, and faster vehicles may pass on the left only.
- If not otherwise indicated, the speed limit in cities is 50 km/h (31 mph). However, there are also 30 km/h (18 mph) speed limits especially in areas where children or pedestrians should be protected by this reduction.
- The speed limit on two-lane highways is 100 km/h (62 mph) if nothing else is indicated.
- There is no general speed limit on the German Autobahn (express highway). However, the recommended speed level is 130 km/h.
- Depending on the driving conditions, e.g. sharp curves or road works, speed limits are enforced so please look out for the speed signs.
- Seat belts are mandatory for all passengers, front and back.
- If you see a white-striped “zebra” pedestrian crossing you have to stop to for pedestrians that want to cross the street.
- By German law every car has to be equipped with a portable red reflective triangle and a first aid kit.
- You always have to carry your drivers licence and the car papers with you when driving a car.

### 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 more and more established themselves 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)

#### German Wings

(departing from Cologne/Bonn)

@ [www.germanwings.de](http://www.germanwings.de)

#### EasyJet

(departing from Cologne/Bonn)

@ [www.easyjet.de](http://www.easyjet.de)

#### Air Berlin

(departing from Frankfurt or Cologne/Bonn)

@ [www.airberlin.de](http://www.airberlin.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)

### 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 – Campus Vallendar

### Student lounge

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 soda machines.

### Library

WHU has a modern library with a current stock of around 45,000 books (including more than 6,300 E-Books), approximately 180 journals in print and more than 68,000 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 can only be issued through the library team. Until 6.00 pm (Friday until 4.00 pm) we request to read in the reading room. After the end of our business hours checking out the item is possible until returning, but you must return it at the service counter the next business day before 8.00 am. All other books can be borrowed at the counter or by using the self-issue machine. The library team is available to assist you during the following hours: Monday through Thursday: 7:30 a.m. to 6:00 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 25 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.

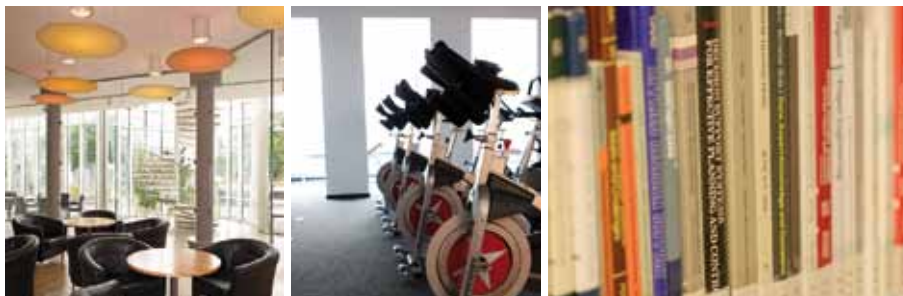
### IT Network

Wireless LAN 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 “snackeria” (old Mensa, building A) offers lunch from 11:30 a.m. to 1:30 p.m. In addition to the fresh menus with and without meat, there is a salad bar with fresh salads every day and various desserts.

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



### WHU Gym

The WHU fitness facility, WHU Gym, is available to 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. in the 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 myWHU (intranet). Have fun in the Gym!

### Music

For those of you who like to play an instrument, we have a piano in our chapel which students are free to use whenever they want. Of course you can also bring any instrument you like and practice! Besides, the “WHU Music Association” (HMV) centrally coordinates all musical activities at WHU, including the organization of concerts and other events, the coordination of practice hours as well as the maintenance of equipment.

### Car rental

CampusCar is a car sharing solution designed to meet the needs of the WHU community. Everybody who owns a valid WHU card can become a member and drive cars located directly at the school (in the Burgplatz underground parking) by the hour or day.

We are offering brandnew Smart cars as well as BMW 1 series. There are low hourly rates as well as overnight and weekend specials. Gas, insurance and parking fees right at the school are included. Besides a one-time sign up fee there are no other fixed costs. CampusCar is great for the environment and also definitely the most economical and hasslefree way of driving a fun, well-maintained car.

CampusCar is part of a research project on capacity management at the Chair of Operations Management. Any profits from this venture are donated to WHU Studenten helfen e.V. the WHU students’ charity organization. CampusCar is a WHU-start up founded in April 2010 and operated by Mobility Now UG.

@ [www.campuscar.de](http://www.campuscar.de)

### 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)

Almost all German washing machines are loaded from the front and usually have a wash cycle of two hours!

## 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

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

### Public transport

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

Wie teuer ist...?	How much is...?
Wo finde ich einen Arzt?	Where can I find a doctor?
Wo ist das nächste Krankenhaus?	Where is the nearest hospital?
Wo finde ich den nächsten Supermarkt?	Where is the next supermarket?
Ist hier ein Geldautomat in der Nähe?	Is there an ATM nearby?
Ich suche den Waschsalon.	I am looking for a Laundromat.
Wo ist die nächste Telefonzelle?	Where is the nearest phone booth?
Wo kann ich eine Telefonkarte kaufen?	Where can I buy a phone card?
Eine Telefonkarte bitte!	A phone card, please!
eine Postkarte schreiben	to write a postcard
einen Brief schreiben	to write a letter
eine Briefmarke	a stamp
Was kostet die Fahrt?	What's the fare?
Was kostet...?	What's the price for...?

### Online Dictionary

You will find a good online-dictionary at



You can look up the translation of more than 140,000 words into German, for example from the following languages: English, French, Spanish, Italian, Russian, Polish, etc. What is special about those dictionaries is that if you find a word is missing, you can propose it to the editorial department of the homepage and they will include it soon!

“Studying as an exchange student at WHU was the most fulfilling educational and cultural experience of my academic career. Vallendar is a close and vibrant community that really makes a person feel welcome. The faculty will challenge you in ways that help you learn and grow, but are always there to answer questions and provide guidance. WHU is truly a learning community with a global perspective and appreciation for diversity. The campus is packed with amazing facilities but small enough to provide an intimate learning experience. The IRO and VIP teams will ensure your experience is great and are attentive to any needs or questions you might have as a new resident in Germany. I cannot say enough about my classmates and new friends. As a student at WHU you will have opportunities to explore Germany and Europe while pushing yourself academically and making friendships that last will a lifetime.”



Jack Soos, Drexel University,  
LeBow College of Business, USA

## 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 semester/academic year 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 Facebook fan page "International@WHU" and post on our wall or send them an email.

### How is the semester structured at WHU – Vallendar?

The semester at WHU is split up in two quarters (8 weeks each) in the BSc and MSc program each ending 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:	Spring term:
Quarter I: Beginning of September to End of October	Quarter III: Beginning of January to End of February
Quarter II: End of October to Christmas	Quarter IV: End of February to End of April and first days of May

@ [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 here 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 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. For WHU Campus Vallendar please contact the housing office ([philomena.richartz@whu.edu](mailto:philomena.richartz@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.

Graduate students applying for our MBA Exchange Program at our Düsseldorf Campus additionally need to submit a TOEFL score report if they are non-native speakers of English and have neither already completed nor are currently studying in a university degree program taught and examined entirely in English. Please contact the International Relations Office team for more information.

### 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 one or two days before the semester starts.

### Are there any German language classes?

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

### How do I get to Vallendar?

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

### When do I register for courses?

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

### How do I register for courses?

Registering for courses is done through our intranet. At the beginning of the semester there will be a detailed information session on how to register for courses.

### 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 and location (Vallendar or Düsseldorf) 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 270 € and 515 € per month.

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

No. 80 % 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. 45.

## Maps and Directions – Campus Vallendar

### Directions to WHU

WHU – Otto Beisheim School of Management is around 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 (Regional Express) runs from Cologne Bonn Airport to Vallendar.

##### Frankfurt Airport:

If you arrive at the Frankfurt Airport take the train to Koblenz central station (Hauptbahnhof). Then you can take bus number 8 or 8a 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.kevag.de/kevag-verkehrs-service](http://www.kevag.de/kevag-verkehrs-service) (only available in German)

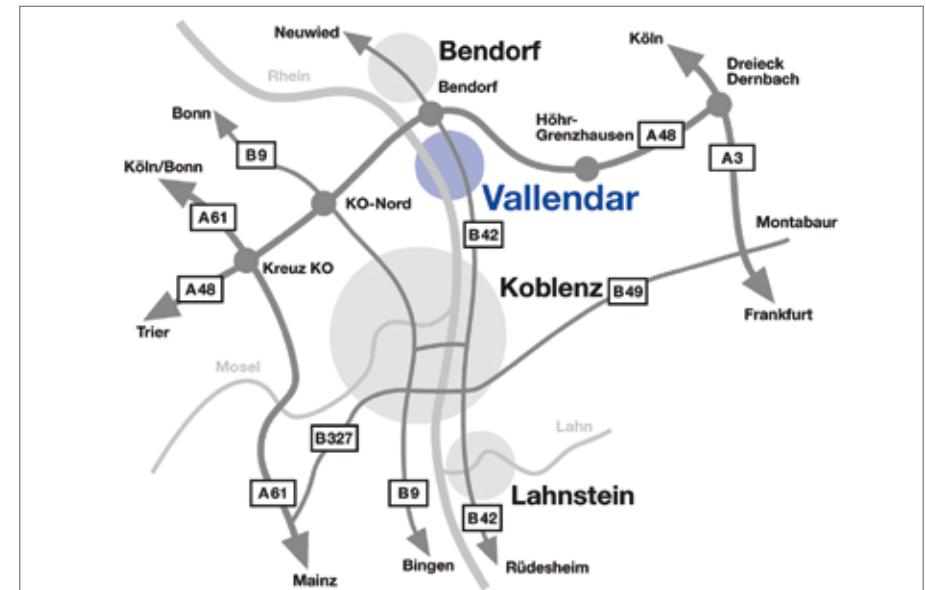
Bus plan #8

@ <http://www.kevag.de/verkehrs-service/fahrplaene> (only available in German)

Route planner

@ [www.us.map24.com](http://www.us.map24.com)

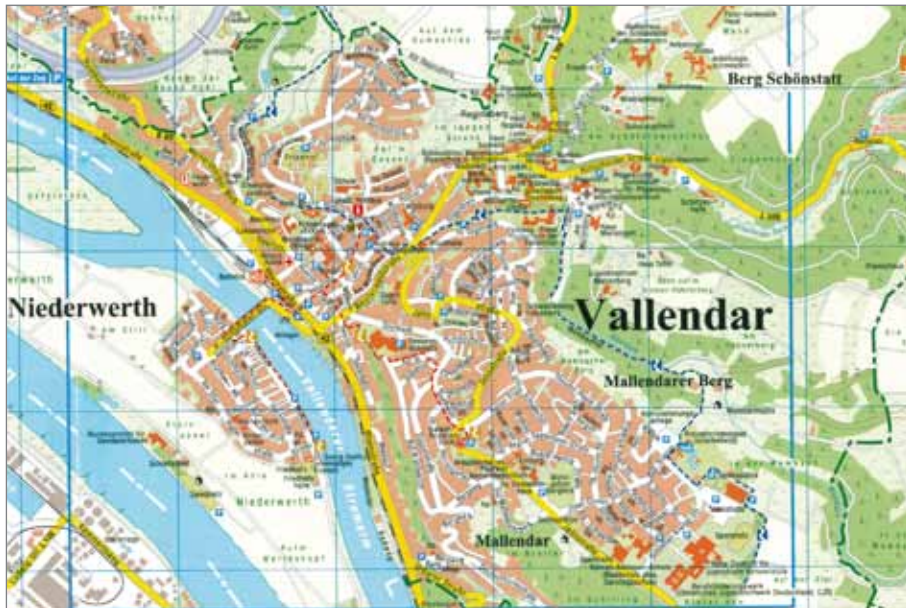
Map of Vallendar and its surroundings



Map of Koblenz



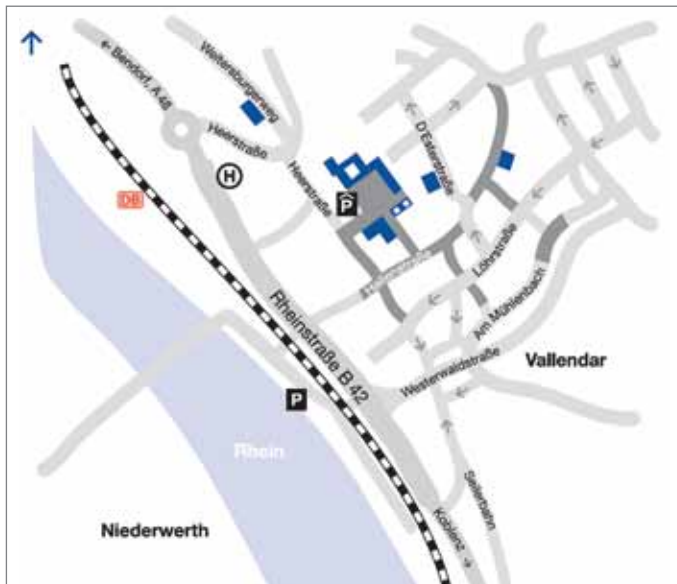
Map of Vallendar



Campus map – detailed



Campus map – general



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Information is subject to change.

Please send any feedback to the International Relations Office, WHU – Otto Beisheim School of Management ([ir@whu.edu](mailto:ir@whu.edu)).





### Wrapping it up: Come study abroad at WHU and...

- Join one of the leading business schools in Germany and Europe (AACSB, EQUIS and FIBAA accredited) located at two campuses, Vallendar and Düsseldorf
- Profit from small international study groups
- Choose from excellent programs and a great variety of classes taught in English (BSc, MSc, MBA)
- Enjoy the intensive support services offered by the International Relations Team and Housing Office
- Benefit from full access to our Career Service and its unique network
- Make new friends among our network of top partner universities worldwide
- Become part of the vibrant WHU student body and strong alumni network
- Discover a UNESCO World Heritage region and the German language (free classes at all levels) at the perfect starting point to explore Europe



Excellence in  
Management  
Education

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