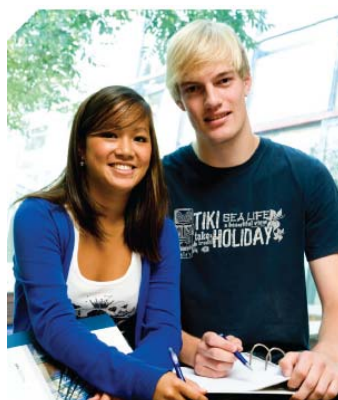




ESB Business School, Reutlingen University



BA Außenwirtschaft (International Business)

INCOMING GUIDE for exchange students 2010-2011



Contents

1. Reutlingen	4
2. Reutlingen University	4
3. Degree Programmes in the ESB Business School.....	5
4. Practical Information	5
4.1 Arrival and Induction/Registration Meeting.....	5
4.2 Lectures, courses, staff, grades and credits, semesters	6
4.3 Computing and network facilities.....	7
4.4 Cost of living	8
4.5 Accommodation.....	8
4.6 Social life/students	9
4.7 Internships and temporary employment	10
4.8 Touring/travel	10
4.9 Tutoring	11
4.10 Formalities (visa, registration, fees, forms).....	11
4.11 Websites/e-mail addresses	12
4.12 Bureaucracy/Administration	13
4.13 Partner Universities of the programme Außenwirtschaft.....	14
4.14 Contacts	15
4.15 Key Dates for winter semester 2010/2011	16
5. Courses offered and course selection	16
5.1 Full-time Professors in the ESB (areas AW, IB and MA programmes).....	16
5.2 Examinations/Assessment/Grading system	17
5.3 Selection of courses	17
6. Location of Reutlingen and Reutlingen University	18
7. Campus of Reutlingen University	20



Preface

Liebe Austauschstudent(inn)en!

These introductory notes are intended to give you some general information about your period of study in Reutlingen as an exchange student in the ESB Business School, and hence to help you cope with your academic and travel preparations and the first phase of your stay with us.

Your semester, or year, abroad will certainly be one of the most memorable parts of your entire degree programme, and should bring you enormous benefits on a personal level, in your later studies, and in subsequent job applications. At the same time, it will require a great deal of patience, of flexibility, of adaptability on your part. The first few weeks of living abroad in what is inevitably a totally different linguistic, social, educational, and cultural environment can be extremely stressful – the clichéd "culture shock" can indeed be very real. It is safe to assume that everything – from the most banal to the more substantial – will be different to your home environment. Learning to cope successfully with these differences is precisely why you are studying abroad! We hope that these notes will mention at least some of the differences, so that you are forearmed!

Many of the comments made are, of course, not unique to Reutlingen but will apply to almost any university or college in Germany (e.g. accommodation/housing problems, student life/social life, bureaucracy etc).

Please pay particular attention to sections 4.5 and 4.12 below

Before you come to us, clarify with your home tutor precisely what academic requirements you need to fulfil while in Reutlingen, try also to gather further impressions and information from those students in your home institution who have been to Reutlingen in the past.

Do not hesitate to contact us at any time if you have any questions not fully answered in this brochure. A full list of contact addresses, as well as fax, e-mail, and telephone numbers, is provided in section 4.15.

We are certain that you will thoroughly enjoy your period of study in the ESB.

We look forward very much to meeting you, and wish you a safe and pleasant journey to Reutlingen.



Prof. Dr. Julia Hormuth
International Relations Officer

ESB Business School
Reutlingen University

(Information and details correct as of September 2010)



1. Reutlingen

Reutlingen's documented history goes back to the early 12th century. Today it is a prosperous and attractive town of just over 100,000 inhabitants. Historically, its economy and wealth were based on the textile industry, and this is still partly the case, although there has recently been great economic diversification. The centre of the town is modern, with excellent shops and market. It lies some 40 km south of Stuttgart in the state (Land) of Baden-Württemberg, a world-famous centre of mechanical engineering and automobile engineering. It is situated at an altitude of 320 m (about 1,000 feet), and is often called "The Gateway to the Swabian Alb", or "Swabian Jura", a range of very attractive wooded hills running between the Neckar and the Danube, and bordering the Black Forest. The Alb reaches an altitude of over 800 metres (2500 feet) within a few miles of the University. Tübingen, one of Germany's oldest and loveliest university towns, is 10 km away. Road, rail and air connections are good, so travel to places like Munich, Frankfurt, Strasbourg, Lake Constance, and Zürich is very easy.

Linguistically, the Reutlingen area evidences several varieties of Swabian dialect (not just accents!), and many people you will have to deal with speak Swabian to one degree or another, so be prepared for a period of linguistic acclimatization! The weather is typical of a continental climate: you can expect extended periods of intense cold (down to minus 20°C) in winter, whereas in summer temperatures of 30°C and above are quite common. Weather patterns are much more stable and predictable than in a maritime climate.

2. Reutlingen University

The University's degree programmes are limited to specific aspects of Technology/Textiles and Business. This results from its statutory narrow range of academic specialisation. A major restructuring of the University's Business Schools in 2008 saw the merger of the previous School of International Business (SIB), School of Production Management (PM) and the European School of Business (ESB). These have been merged into one School – ESB Business School, which now runs all the University's Business and Management degree programmes at undergraduate and graduate level. The new ESB is widely recognised as one of Germany's leading public Business Schools and has consistently been ranked in top positions in national rankings. It now offers some eighteen Bachelor's and Master's programmes. It has some 2,500 students, i.e. over half the University's total student body of some 4,500.

The University is in spacious modern buildings on a "green" campus on the very south-western edge of the town. The campus has a large cafeteria / refectory (Mensa) and a smallish library. Basic shopping facilities (supermarket, banks, chemist) are located in the Pestalozzistraße 100 m from the student residences adjoining the campus, and on the campus itself there is a branch office of a book shop and a travel agent. The campus is served by direct bus routes (no. 4 and 11) to and from the town centre and railway station.

The reputation and standing of Reutlingen University are excellent, particularly in Business Administration. Starting with a "Number One in Germany" ranking in the *manager magazin* in January 1995, there has been a succession of very high rankings by the national media (e.g. Die Zeit newspaper, Stern magazine, Spiegel Nachrichtenmagazin, Handelsblatt). Please read information on <http://www.esb-reutlingen.de/business-school/rankings.html>



3. Degree Programmes in the ESB Business School

Following the general guide-lines of the EU's "Bologna Agreement", and in line with many other German Universities, Reutlingen University has decided to phase out most of its traditional "Diplom" degree programmes and to adopt an internationally more transparent Bachelor's + Master's degree structure in which the Bachelor's degree takes three years, and the Master's degree one-and-a-half to two years.

As a result, the ESB currently offers a variety of eighteen Bachelor's and Master's programmes and as an exchange students on the Aussenwirtschaft programme, you may in principle select courses from the following two:

- **Aussenwirtschaft (AW)**, a three-year programme leading to the award of the Bachelor of Arts in Business Administration (BA) degree, with many opportunities for study semesters at over 30 of the School's partner universities in Europe and overseas. Student intake is 45 per semester.
- **International Business (IB)**, a four-year programme leading to the dual award of the Bachelor of Science (BSc) plus a Master's of Business Administration (MBA) of selected partner universities abroad. The first three years of study are in Reutlingen, the fourth year in the USA (Portland State University, Niagara University, California State University Hayward, Southeastern Louisiana University or Purdue University), Great Britain (University of Exeter), Australia (Swinburne University of Technology, Melbourne), Mexico (EGADE Monterrey) or Hongkong (Chinese University of Hongkong). Student intake is 40 per year, half of whom are international students. All courses in the first year are in English, in the second and third years increasingly in German, in the fourth year in the language of the relevant partner university (language of instruction is English with the exception of EGADE: courses are in English and Spanish). The program requires two semesters of practical training.

For further information please refer to our website
<http://www.esb-reutlingen.de/en/studiengaenge.html>

4. Practical Information

4.1 Arrival and Induction/Registration Meeting

If you possibly can, arrive by the Tuesday or Wednesday before courses start (residence accommodation can be taken up from September 1 or March 1). This will give you time to become familiar with your surroundings, settle into your accommodation, open a bank account, and start your linguistic acclimatization. An early arrival is particularly advisable if you have not been offered residence accommodation.

The ESB organises a well-structured Induction and Registration Meeting for all new Exchange Students. Traditionally, this takes place on the Friday before the official start of lectures in each semester. Attendance by all new Exchange Students is **essential**. The meeting for incoming students winter semester 2010-11 will be on 1st October 2010; the meeting for summer semester 2011 beginning of March.



During this meeting, you will be introduced to your official Exchange Coordinators, the School's Academic Coordinator, representatives of the Student Committee, and the student tutors (or "buddy-students") who will be allocated to you personally and will assist in all administrative and academic matters over the first few weeks.

You will also receive an extensive "Welcome Information Package" containing e.g. class/lecture schedules for all degree programmes, local bus timetables, applications for student travel cards, maps, brochures on Reutlingen, documents for registering at the City Hall, a schedule of important dates/deadlines for the whole semester, a list of "where-to-go" places such as pubs, restaurants, discos etc, and much more.

The main task during this meeting is to complete the forms and documents for your official registration as a student at Reutlingen University. You will be assisted (where necessary in English, French and Spanish as well as German!) by one or more of the student tutors and the coordinators. For this task, you need to bring the appropriate supportive documentation from home and your home university (see below in Section 4.12). Additionally, we will explain how to register with the AOK Krankenkasse (Health Insurance Fund), and how to set up an e-mail account at the University (you will need to do this, even if you have a private e-mail account). Time permitting, discussions will be held with you about setting up your own class schedule. (You do not actually register for specific courses in Germany, by the way: you just go to the initial course meeting. However, later in the semester, you will have to register for the course examinations).

The meeting includes a modest "finger-food" lunch, and - weather permitting – will finish up with a short guided tour of Reutlingen with your student tutors.

4.2 Lectures, courses, staff, grades and credits, semesters

All lectures in the School last 90 minutes (in the German system, this counts as two "hours" each of 45 mins.) and there is a 15 minute break between them. Your courses may start at 7.30 am. Most of the courses you attend will be held by full-time staff (Professoren), but we also have a large number of part-time staff (Lehrbeauftragte) who come in from commerce and industry. As a rule, courses are structured more like seminars (seminaristischer Lehrstil) in which student participation is encouraged and even expected. Days, times, and rooms for courses are available on the intranet at the start of the semester, but are subject to change, and you should always keep your eyes open for notices giving these changes. It is not uncommon for courses to be given in blocks, i.e. instead of e.g. two hours per week, four hours per fortnight, or even blocks of two/three days. The language of tuition is, in principle, German. However, the ESB has introduced many courses conducted in English. Language courses are taught exclusively by native speakers and entirely in the relevant language.

As in all German academic institutions, relations between academic staff and students are, on the whole, rather more formal and distant than you are probably used to in your home institution. If you need to consult a member of staff, you will be expected to keep to his/her official "consultation hour" (Sprechstunde).

Before coming to Reutlingen, you should carefully consult your home tutor about the courses you are required to attend, and ascertain how many marks or grades you need to take back at the end of your stay here. In principle, you may attend courses from any semester, but most of our exchange students choose courses in semesters 3 and 6. On your arrival, we will assist you



in finalizing your timetable. Depending on the course, marks/grades are obtained by either a seminar paper (Referat) delivered in class, an individual project (Hausarbeit), or formal exam (Klausur). All papers/projects submitted are, of course, expected to be typed or done on a word processor, must conform to the usual requirements regarding footnotes, bibliography, etc. and will probably be in the range of 10-20 pages. Our School does **NOT** use a system of continuous assessment, i.e. a series of regular tests and/or homework assignments through the semester (see special section on grading system in 5.2).

All German Universities of Applied Sciences require a high number of contact hours for domestic students, normally in the range of 24-28 hours of lectures per week in any one semester. The number of ECTS credits for each individual course is hence relatively low. The ramifications of this fact need to be discussed in detail with your tutor before you leave your home institution.

The University operates on a semester basis, i.e. two semesters in a twelve month period, and does not offer summer sessions. The semesters are each of 16 lecturing weeks (i.e. not counting vacation periods at Christmas and Easter), and begin in the first week of March and fourth week of September or early October (the precise dates vary, of course, with the year's calendar). The School's BA Aussenwirtschaft (AW) programme admits and graduates students in both the semesters and hence all courses and examinations are offered every semester. The School's International Business (IB) programme, on the other hand, admits students only in the winter semester and hence the courses and examinations are offered either in the winter or summer semester.

Please find detailed information on a separate document "List of courses for exchange students 2010/2011"

4.3 Computing and network facilities

The ESB Business School has good computing facilities. The School operates two new-equipped computer labs with each 20 WINDOWS XP/NT workstations (Pentium 4, 512 MB RAM, 160 GB Harddisk) networked with a WINDOWS NT server (Pentium 4, 1 GB RAM) in each lab. All the standard Microsoft products are available to the students. One computer is a graphic workstation for Multi-Media work with special software and a scanner. Each lab has printers. In addition to these labs, the School has access to similarly equipped labs of the Computer Center.

All the computers of the School are connected to the campus net and to Internet. Every student is automatically assigned a login name and an e-mail address on registration and can access all the facilities of Internet from every location on campus. Several access points for internet access via WLAN are available in the School. Students who have their own personal computers at home can access the campus net via standard telephone and ISDN lines. Tutors provide support at our "service desk" if you need assistance for your university account, your WLAN configuration etc.



4.4 Cost of living

Clearly, this will depend largely on your personal life-style, and remember that living abroad in an unfamiliar environment always stretches one's budget. However, overall, the cost of living in Germany is now no higher than elsewhere - in fact, Reutlingen students studying at our partner universities abroad often find living there much more expensive than in Germany! The subsidized meals in the Mensa (student restaurant) are very good value, day-to-day provisions/groceries are cheap if you use the supermarkets, clothes range from cheap to breathtakingly expensive, books are quite expensive. The student residences are considerably cheaper than in most other countries. Currency crises and fluctuations can naturally play havoc with your financial planning. If you receive a student grant/award, make sure that the awarding body is aware of the full length of your studies in Reutlingen. Your home tutor will give you the precise dates of the Reutlingen semesters relevant to your period of study.

4.5 Accommodation

Shortage of accommodation, and the high price of what accommodation there is, is one of the major social problems in Germany at the moment, particularly for low-income groups such as students. In this, Reutlingen is no exception.

Administratively and financially the student residences, or dorms / hostels, (Studentenwohnheime) adjoining the campus are not part of the University, but are owned and administered by e.g. the GWG Housing Association and the Tübingen Studentenwerk. We are therefore not able to reserve a room for you, nor can we exert direct pressure on the GWG to allocate a room to you. You have to apply for a room in the normal way (please find appropriate application forms and information on our website):

<http://www.esb-reutlingen.de/en/programme/bachelor/ba-aussenwirtschaft/partner-universities/exchange-students.html>

The application forms will need to be submitted by the second week of December if you are coming to Reutlingen in the summer semester, or by the second week of June if you are coming in the winter semester. In the allocation of rooms, exchange students are normally granted a certain preferential treatment.

If you are allocated a room, this will be notified to you at your home address in writing. If you are going to be away from home at that time, you should inform the GWG/Studentenwerk of the address to which the notification should be sent. **You must return the acceptance form immediately, or the room will be allocated to someone else.** If the rent contract is sent at the same time - probably two copies - this/these must be signed and returned at once. You should receive this notification by the end of July/beginning of August, or end of January. One of the copies of the contract will be returned to you: This copy should be brought with you, it must be shown to the appropriate caretaker (Hausmeister) before you are given your key. If you do not arrive until the weekend before the start of courses, please note that the caretaker is not on duty on weekends.

In the residences administered by the GWG, the rent is currently 210 € (single room) per month, and you will have to pay for a whole half-year beginning Sept. 1 or March 1. **You will have to sign a rent contract: please remember that this is legally binding**, i.e. you remain responsible for paying the rent for the whole of the stipulated period, you cannot just give up the



tenancy on your room when it suits you. Often, exchange students are offered a shared room (rent 160 €): if, for example for health reasons, you require a single room, this should be indicated on the application form. A refundable deposit (Kaution) of 2 months' rent (i.e. 420 € or 320 €) plus 30 € for your key is payable on, or shortly after, arrival. When you leave, you must officially clear your room with the caretaker. The residence administered by the Studentenwerk Tübingen is rather more expensive: 240 € per month (+ 300 € deposit). All residence fees are subject to increases.

The residences are self-catering, so you will need to bring your own bed-linen (including pillows and blankets), but other equipment (such as cutlery, cups, saucepans) is probably best bought locally.

Much of the day-to-day running of the residences, as well as the maintenance of good order and discipline, and certain cleaning duties, are the responsibility of the residents in the residences: this "self-administration" is carried out through residence student committees and representatives. All residents are obliged to participate and cooperate in the smooth and consensual running of the residences.

If you are not offered residence accommodation, we will do our best to assist you in finding a private room/shared flat when you arrive. However, as everywhere else in Germany, this is not easy: you should be prepared to rough it for several days while the search is on. A private room will cost upwards of 250 € per month and may well involve some travel to and from the University. In any case, do not panic if your accommodation is not settled before you leave home: just come, we have never yet failed to find accommodation for our exchange students!

4.6 Social life/students

No German academic institution has anything remotely approaching a Students' Union and system of "Clubs and Societies" such as you may be used to at your home institution, so the campus of the University may strike you as very quiet at first. However the ESB Students Committee (Fachschaft) does a very good job in e.g. organizing parties, sports weekends and other social events, to which especially exchange students are very much welcome. News is published on the Student Committee's Notice Board in Building 5, first floor. Since 2005 the Local Erasmus Initiative (LEI) has been run by several AW students who take care of ESB exchange students. The LEI organizes excursions, such as trips to Stuttgart or the Swabian Jura, Munich, the Nurnberg Christmas Market and social events such as barbecues etc. All exchange students are very much welcome to join in these activities.

A variety of sports is available on campus (e.g. basketball, soccer, badminton, volleyball). These facilities are free. The AStA office organises and publicises student activities and special events, and the International Office has a regular programme of social evenings for the University's international students. Outdoor and indoor swimming facilities in Reutlingen are first-class: in the summer, you will no doubt appreciate the excellent outdoor swimming complex just 5 minutes walk from the campus. The University's International Office (Akademisches Auslandsamt) offers occasional special excursions (e.g. to the Hannover Industrial Fair, the Munich Christmas Market) at very low prices. The town offers several multi-screen cinemas, a large number of excellent restaurants and pubs/bars (Kneipen), and the programme of plays, concerts etc at the "Tonne" theatre and the Listhalle is good. Stuttgart and Tübingen offer a wider variety. Many students at the ESB and Reutlingen University as a whole come from



Baden-Württemberg and hence often go home at the weekends. However, there is a very large number of students in the School who have spent a semester at one of our partner institutions, including your own home institution (we send out some 60 students per year). These students will be keen to meet you, so accept any invitations to go out with them.

The School takes in about 60 exchange students each year from its 40-plus foreign partner institutions, so in the School you will find exchange students from e.g. Britain, Ireland, the USA, France, Belgium, Spain, Italy, Hungary, Canada, Croatia, Chile, Russia and other countries. A full list of our partner institutions is appended to these introductory notes in Section 4.13.

It also draws its own regular students from all parts of the globe, e.g. South and Central America, the Middle East, Eastern and Central Europe, South East Asia, Central Asia. Some 25% of the total student population at the University is from abroad.

You may find most students in the School quite a bit older than yourselves: very few start their degree course before the age of 20/21, many later than that, and many of them will have previously done a two/three-year apprenticeship ("Lehre") in commerce/industry, and/or worked full-time in commerce/industry for a few years. A large number therefore fall into the age range of 23-28.

4.7 Internships and temporary employment

German commerce/industry has an enviable system of internships (industrial placements) of which we take full advantage. All our own students have to complete six-month internships during their degree programme, and one of these has to be outside Germany. We have excellent relationships with a large selection of German and international companies that regularly take our students as interns. These companies range from the "global players" such as DaimlerChrysler, BMW, IBM, Siemens, Bosch to the medium and small-sized companies that are still the backbone of the German economy. We are more than happy to assist our exchange students in obtaining an internship, for example in the second half of a year in Germany. However, we do not arrange these internships: exchange students, like our own students, are responsible for applications, documentation, and arranging interviews where necessary. This can be quite a long process, and cannot sensibly be started until students are actually here in Reutlingen.

Internships are traditionally of 5-6 months duration and are full-time positions. They cannot be undertaken parallel to courses in our School. Part-time, or temporary, employment in companies is available to students to a limited extent, but we would strongly advise exchange students against taking on such commitments except during holiday periods. "On-campus" jobs, as are quite normal in, for example, the US do not normally exist in Germany – largely due to complex labour laws and social security regulations.

4.8 Touring/travel

Road, rail and air connections for long distance travel to / from Reutlingen are good. You will probably choose to arrive via Stuttgart, either by air or rail, and take the direct rail link from Stuttgart to Reutlingen. Stuttgart is the nearest international airport, just 30 km away, but you may have to take a flight landing at Frankfurt or Munich, both of which are within 2-3 hours rail



travel. There is now a new bus route linking Reutlingen directly with Stuttgart Airport (Expresso Bus). More detailed information is available under www.rsv-reutlingen.de with link to the Expresso bus.

If you have a car do bring it with you: the immediate region offers an extremely wide range of very attractive and interesting places to visit, but on this local level public transport is often not very helpful. In addition, with a car it is perfectly possible to take an extended weekend trip to Paris, Prague, Budapest, Venice, Berlin and even, say, the Italian Riviera. You can drive here for one year using your national driving licence and vehicle registration, but we advise you to arrange insurance cover at home, as this can be extremely expensive if taken out with a German company. If your national driving licence does not bear a photograph, you are advised to obtain an International Driving Permit: this can be arranged cheaply and quickly via one of your national automobile associations.

Weekend car-hire is cheap if done in a group. The German Federal Railways (Deutsche Bahn) now offers exceptionally cheap group/family tickets at the weekend (www.bahn.de). A student semester-ticket is available for about 50 Euros for local transport systems (www.naldo.de).

4.9 Tutoring

We offer you 4 levels of careful tutoring (Betreuung) while you are in the School. Firstly, International Relations Officer for the programme 'Außenwirtschaft (AW)' Prof. Dr. Hormuth (e.g. general guidance on time-tables / course selection / exams, liaison with your home institution); secondly, our Liaison Assistant Ms Ingrid Hoch (e.g. registration, accommodation); thirdly, an official student tutor (student in the programme "Aussenwirtschaft" - responsible for day-to-day questions/problems, guidance at the AOK etc); and finally the Reutlingen International Office (Akademisches Auslandsamt) under Prof. Veit (German and Business German courses, excursions, social evenings etc).

You will be given an extensive information folder (maps, brochures, and other documents) when you arrive. However, please remember that we can only offer you help, guidance and advice: the ultimate responsibility for getting things done remains yours!

4.10 Formalities (visa, registration, fees, forms)

Academic registration will take place with our guidance in the first few days after your arrival, hence it is imperative that you arrive on time and also that you bring with you ALL your documentation (see below in section 4.12). During our first meeting we will discuss how registration should be completed. You will not have to register for individual courses.

If you are **not an EU citizen**, you might need to obtain a visa for entry into Germany. Please contact your tutor in your home university. If necessary, it is **YOUR responsibility to start applying for this visa SEVERAL MONTHS before your planned departure for Reutlingen**. You will also have to register at the Town Hall (Rathaus) as a resident. Non-EU-citizens need to register at the Town Hall for a residence permit: You may be required to provide proof of sufficient financial support before you can be granted a residence permit, so please bring appropriate documentation such as copies of student grants/awards, copies of bank statements or savings accounts, etc.



We will help you to register with the AOK (Health Insurance Company) about your health insurance. All EU citizens: make sure that you have a valid EHIC (European Health Insurance Card) or E 111 / E 128 (as appropriate). Non-EU citizen: clear documentation of existing health insurance. These aspects will also be discussed during your induction.

Opening a bank account is easy. Bank transfer fees from home can be expensive, so travellers' cheques are probably the best method of getting money over here. All major credit cards are accepted at the cash points (ATMs) that can be found everywhere. Make sure you have enough cash on you to survive the first week or so, and remember that grant-awarding bodies can take a long time to send you your money (this may also apply to Erasmus/Socrates grants).

You will not have to pay student tuition fees in Reutlingen. An administrative charge (currently 61,50 Euro) is payable on registration as a student at the University, but your student card (Studentenausweis) entitles you to various discounts.

Your student card, which is used as library and cafeteria user card as well, your logins and e-mail address will be issued once you have been formally registered as a student.

4.11 Websites/e-mail addresses

Contact www.esb-reutlingen.de and explore the sub-entries/links on all aspects of our school. The University as a whole is best found under www.reutlingen-university.de. For tourism have a look at e.g. www.reutlingen.de, www.tuebingen.de, www.stuttgart.de or www.schwaebischealb.de, all of which are at least in part in English, and all of which offer excellent information on the attractions of the region.

For all e-mail addresses for contacts in the ESB see section 4.15.



4.12 Bureaucracy/Administration

One of the aspects of living in Germany that you will find, at times, extremely annoying, even numbing in its apparently needless complexity, is the rigid bureaucracy, whether at the University, the Town Hall, Health Insurance, etc. Most authorities/offices have very restricted (and early!) opening hours. Learning to cope with this is part of your "foreign experience", you will just have to grin and bear it! However, you can make this experience less painful for yourselves by ensuring that you:

- a) bring all necessary documentation with you (don't leave it to relatives to send on later),**
- b) check all information/details on your documents before you bring them - errors may mean that they are not accepted by the authorities, which may mean that you cannot be registered until correct documents are supplied, and this may take several weeks, (e.g. an E111 may be accepted for a period of ONE YEAR ONLY FROM DATE OF ISSUE, so get a new one issued just before your departure),**
- c) observe all deadlines/appointments/office hours.**

DOCUMENTS THAT YOU MUST BRING WITH YOU:

- ⇒ a valid full passport (not a temporary visitor's passport),
- ⇒ if you need special documents in advance (e.g. a visa or residence permit as a non-EU citizen), you must organize these yourself well in advance in collaboration with your home institution). We will send you a letter of acceptance.
- ⇒ a formal letter from your home institution certifying that you are registered there as a student for the period you are in Reutlingen, and on what course you are enrolled; this letter must be in German, French, or English;
- ⇒ a European Health Insurance Card (EHIC) or health insurance form E111/E128 valid for your entire stay in Reutlingen (EU-citizens only). If you are not an EU-citizen, you can either bring full documentary evidence of health insurance or you will be required to purchase a student health policy here, costing approx. €55 per month.
- ⇒ at least two tabular CVs in GERMAN (consult your German tutor about format/terminology), typed, dated, signed and each with a passport-type photo. These CVs are in addition to the CV required for an application for hostel accommodation;
- ⇒ 1 spare passport-type photos.

Failure to bring any of the documents listed above will mean that you cannot be registered as a student immediately!

4.13 Partner Universities of the programme Außenwirtschaft

ANGLOPHON-NATIVE	
USA	San Diego State University, San Diego, CA Kettering University, Flint, MI Kutztown University, Kutztown, PA California State University System (IP), Long Beach, CA Chapman University, Orange, CA Texas Tech University, Lubbock, TX University of New Haven, West Haven, CT Western Kentucky University, Bowling Green, KY Valparaiso University, Valparaiso, IN
Canada	Centennial College, Scarborough/Toronto Lethbridge University, Lethbridge
Great Britain	University of Exeter, Exeter University of Wales, Swansea European Business School, London Edinburgh Napier University, Edinburgh
Ireland	Galwy-Mayo Institute of Technology, Galway Waterford Institute of Technology, Waterford
Australia	Swinburne University, Melbourne
ANGLOPHON-WORLD	
Finland	Haaga-Helia University of Applied Sciences, Helsinki Lahti University of Applied Sciences, Lahti
Sweden	Karlstad University, Karlstad
China	University of DongHua, Shanghai
Korea	Hanyang University, Seoul
India	S.P. Jain Institute of Management and Research, Mumbai
Russia	Polytechnische Universität St. Petersburg, St. Petersburg
Croatia	Zagreb School of Economics and Management
HISPANOOPHON	
Spain	Escuela Universitaria de Estudios Empresariales, Barcelona Escola Superior de Comerc Internacional, Barcelona Universidad de Las Palmas, Las Palmas Universidad Politécnica de Valencia
Argentina	Universidad Austral, Rosario
Chile	Pontificia Universidad Católica de Valparaiso
Mexico	Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM), Monterrey
FRANCOPHON	
France	Ecole Supérieure du Commerce de Montpellier, Montpellier Ecole Supérieure des Sciences Commerciales d'Angers, Angers Ecole Supérieure du Commerce Extérieur, Paris Université de Savoie, Chambéry Université des Sciences et Technologies, Lille Groupe ESC, Rouen
Belgium	Ecole Pratique des Hautes Etudes Commerciales, Brussels
Canada	Université de Sherbrooke, Québec

List as of September 2010



4.14 Contacts

For all persons listed below, the mailing address is:

ESB Business School
Reutlingen University
Alteburgstraße 150
72762 Reutlingen
Germany

with the fax number: +49-7121-271-6022

The School is situated on the first (US: second) floor of Building 5

School Office: Ms. S. Kaba
Room 5-121
Tel.: +49-7121-271-6001
Email: sinem.kaba@reutlingen-university.de

Liaison Assistant: Mrs. Ingrid Hoch
Room 5-121
Tel.: +49-7121-271-6036
Email: ingrid.hoch@reutlingen-university.de

International Relations Officer AW: Prof. Dr. Julia Hormuth
Room 5-122
Tel. ++49-7121-271-3075
Email: julia.hormuth@reutlingen-university.de

International Office of the University:

Prof. Baldur Veit
Director of the International Office
Tel.: +49-7121-271-1004
Email: baldur.veit@reutlingen-university.de

4.15 Key Dates for 2010/2011

	Winter Semester 2010/2011	Summer Semester 2011
<i>Application deadline</i>	June, 1 st	December, 23 rd
<i>German language course</i>	September, 6 th – 24 th	March 2 th – 11 th
<i>Compulsory introductory session</i>	October, 1 st (10.00 am)	March 11 th
<i>Classes</i>	October, 4 th – January, 28 th	March 14 – 8 July
<i>Holidays</i>	December, 27 th – January, 7 th	April 22 nd – 29 th May 1 st June 2 nd and 23 rd June 13 th – 17 th
<i>Registration for exams</i>	November, 22 nd – 26 th	May 16 th – 20 th
<i>Exams</i>	January, 29 th – February, 5 th	July 9 th – 16 th
<i>Release of grade transcripts</i>	Third week of February	Last week of July

For further information please use the calendar for the academic year 2010/2011
<http://www.reutlingen-university.de/en/aktuelles/dates/calendar.html>

5. Courses offered and course selection

5.1 Full-time Professors in the ESB (areas AW, IB and MA programmes)

Professor	Subject Area(s)
Prof. Dr. Banke, Bernd Erich	Business Law, European Law
Prof. Dr. Beyer, Hans-Martin	International Finance, Corporate Finance, Automotive
Prof. Dr. De, Dennis	Economics, SMEs
Prof. Dr. Ferencz, Marlene	Quantitative Methods
Prof. Dr. Fink, Carmen	Controlling, Accounting
Prof. Heger, Roland, Ph.D.	Marketing, Market Research, Purchasing & Supply Management, Management Game
Prof. Dr. Herzog, Bodo	Economics
Prof. Dr. Hoppen, Dieter	International Marketing, Export Management
Prof. Dr. Hormuth, Julia	Intercultural Management, Business Communication
Prof. Dr. Lasseleben, Hermann	Human Resource Management, Corporate Communication
Prof. Dr. Mayer, Gerhard	Business Management, Controlling
Prof. Dr. Mocker, Martin	Business Computing
Prof. Dr. Nufer, Gerd	Business Administration, Marketing, Market Research
Prof. Dr. Rennhak, Carsten	Marketing
Prof. Dr. Schrade, Detlev	Business Management, Business Accounting

In addition, the school employs part-time lecturers, predominantly from the corporate world, who hold specific courses and block seminars, or contribute to other courses.



5.2 Examinations/Assessment/Grading system

Written and oral examinations take place in an eight-day period immediately after the end of courses in each semester. Failed examinations are re-taken at the end of the following semester: there is no special "re-sit" examination in the vacation between semesters, as may be the case in other countries. Students are responsible for registering for examinations on the dates stipulated by the University's examinations office.

Many of the courses are not subject to formal examination (Klausur), but require instead the presentation of a seminar paper (Referat) in both oral and written form to the course group during the semester (see syllabus descriptions). The system of "continuous assessment" by a series of regular homeworks, tests, etc. is only sometimes used in the School.

Some courses run over two semesters, with a single examination at the end of the second semester (see syllabus descriptions). It is sometimes possible to arrange an assessment at the end of the first such semester for exchange students.

In some cases, a specific course may be combined with another for examination purposes, e.g. 2 hrs within a 4 hr examination, (see syllabus descriptions). In such cases, exchange students can register for either the individual parts or the whole examination, after consultation with, and agreement of, the lecturer.

At the end of their period of study in Reutlingen, all exchange students and their home universities will be provided with an ECTS Transcript showing courses attended, and grades/credits achieved in assessment.

The grading/marking system used in the School is the traditional German system, which runs from 1.0 (the highest possible grade) to 5.0 (the lowest possible grade), with 4.0 as the minimum passing grade. Reutlingen grades are expressed as follows:

1.0 – 4.0	passing grades
4.7 – 5.0 UR	failing grades
BE	successfully completed, but without formal assessment

Equivalence of grades on an international/global scale is a complex – and highly emotive - topic, and the School does not attempt to convert grades achieved in RT into the grading system of exchange students' home countries or educational institutions. In addition, the prescribed ECTS grading system using the passing grades A, B, C, D, and E, plus the failing grades FX and F, will be used on all ECTS Transcripts. An average grade (or GPA) for the semester is not usually used in Germany, and is not included on our ECTS transcript.

5.3 Selection of courses

As an incoming exchange student on the Aussenwirtschaft programme, you may in principle select courses from the programmes 'Außenwirtschaft (AW)' and 'International Business (IB)' as well as the courses provided by the "International Office".

Please use the document "List of courses for exchange students 2010-11" to select your courses.

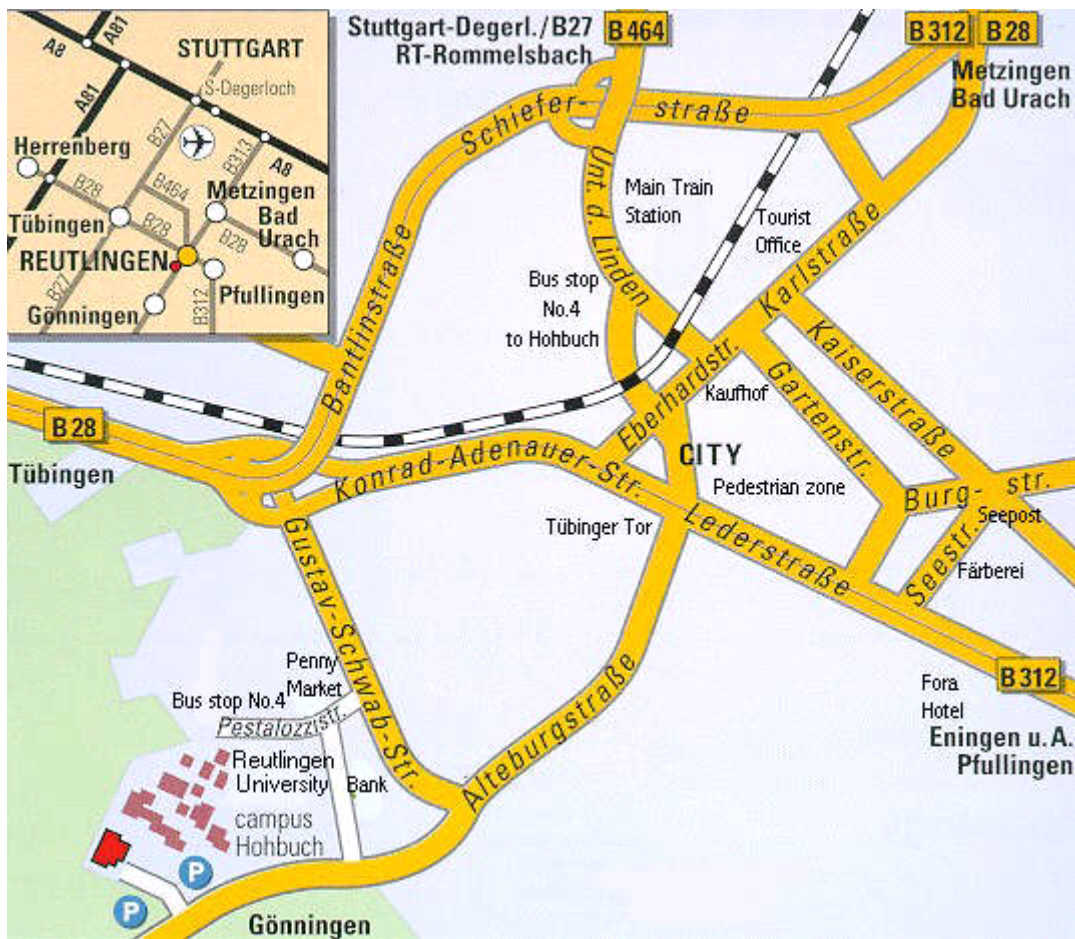


6. Location of Reutlingen and Reutlingen University

a. Location of Reutlingen in Germany:



b. Location of Reutlingen and Reutlingen University:



7. Campus of Reutlingen University

Location of the ESB Business School: Building 5

