

▶▶▶ Guidelines
Winter Term
2018/19



MASTER OF SCIENCE
IN INTERNATIONAL
ECONOMICS AND
ECONOMIC POLICY

FACULTY OF ECONOMICS AND
BUSINESS ADMINISTRATION

Dear MIEEP-Student,

I cordially welcome you to Goethe University's master program in International Economics and Economic Policy (MIEEP). The program builds upon the international reputation and experience of the faculty and its strong research expertise in areas such as economic policy, development economics international finance, monetary economics and public finance. It is designed to convey the economic competence and analytical skills for a successful career in international organizations, public agencies, governmental bodies as well as transnational business.

This program handbook will serve as a guide for your studies. Specifically, this handbook summarizes the rules and policies, and the requirements of the program. In addition, it contains useful information on the resources available at Goethe University including faculty, staff, library, and administration. I thus hope that this booklet will help making your start in Frankfurt as smooth as possible.

I would like to thank you for choosing our program and wish you all the best for the next two years.

Prof. Dr. Rainer Klump
Program Director M.Sc. in International Economics and Economic Policy
Chair of Applied Econometrics and International Economic Policy



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Immobilienmanagement-Container (IMM)	17
Kindertagesstätte (KITA)	5
Max-Planck-Institut für europäische Rechtsgeschichte (MPI)	11
Nebengebäude (NG)	3
Norbert Wollheim Memorial (Gedenkstätte)	2
Präsidium und Administration (PA)	10
Psychologie, Erziehungswissenschaften und Gesellschaftswissenschaften (PEG)	12
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Seminarhaus	19
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- Parken nur für Berechtigte nach vorheriger Anmeldung
- Eingang
- Treppe
- Schranke
- Mensa/ Gastronomie
- Cafeteria
- Bibliothek



EXAM REGISTRATION

Application for admission to Master's examination

- Before you are able to register online for exams for the first time, you have to hand in the application for admission to the master's examination ("Antrag auf Zulassung zur Masterprüfung").
- You can download the document on the website of the Examination Office ("Prüfungsamt").
- The document has to be submitted before the deadline at the Examination Office.

Registration

- Exam registrations must be performed online via QIS. Please download the statement for registered examinations ("angemeldete Prüfungen") as well as the digital signature.
- Always check the control lists ("Kontrollliste") displayed via the examination office ("Prüfungsamt").
- Please note: Some courses might restrict the number of students. Please register early for such modules under the conditions stated in the online course catalogue (see QIS/LSF, page 8).
- Import modules, courses which are offered by other faculties, are subject to the examination regulations of the exporting faculty, e.g. registration deadlines.
- Module-specific differences may occur, see module information on LSF under the heading „Prerequisites“.

Case of illness

- In case of illness during the examination period, please check the instruction sheet for procedure in case of illness on the examination office website.



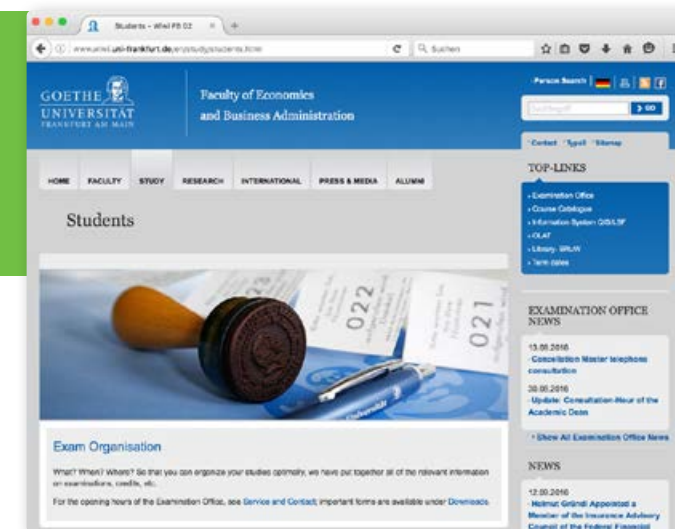
DEADLINES FOR THE WINTER SEMESTER 18/19

Please note the information regarding signing up for participation (required for seminars and elective modules with limited capacities) and exam registration in the course catalogue and on the website of the examinations office.

You will find information regarding the registration deadlines, examination dates, the QIS/LSF registration system, the examination procedure and the exam dates at

▶ ▶ ▶ www.wiwi.uni-frankfurt.de/pruefungsorganisation

Please visit the website of the examination office on a regular basis in order to recheck the registration and examination dates and in order to obtain additional up-to-date news!



▶ ▶ ▶ www.wiwi.uni-frankfurt.de/en/study/students

ONLINE PLATFORMS

OLAT

OLAT (Online Learning and Training) is a learning management system used by the faculty. All lecture materials (slides, literature) are usually provided on this platform. Furthermore, some lecturers offer additional services like wikis, forums or additional materials via this platform.

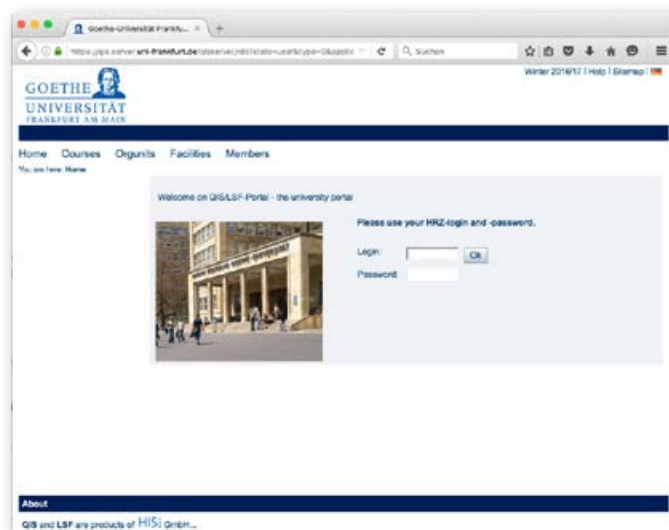
QIS/LSF

QIS/LSF is the online system for the self-management of your studies.

The platform offers the following services:

- Administration of studies (enrollment receipt, change of address)
- Exam registration and cancellation
- Download your transcript of record
- Course catalogue including a detailed course description
- (lecture) rooms and person search

► ► ► <https://qis.server.uni-frankfurt.de>



You can access QIS with your HRZ account (login data) which were sent via post.

Registration for the online course overview is not necessary.

PROGRAM STRUCTURE

Duration and Credits

- Regular duration: 4 semesters.
- The study program has to be finished within 8 semesters.
- Total credits needed: 120 CP.

Examinations

- A failed course can be retaken twice at most.
- Please note that if you would like to retake a failed course you have to register again for the retake.
- Repetition of any failed course requires students to satisfy all course requirements anew, including attendance if mandatory.
- It is not possible to retake passed courses in order to improve the course grade.
- It is possible to complete additional modules. However, the result of the additional examinations will not be included in the final grade of the master's examination. The results can be listed on the graduation diploma by completing a form, which needs to be submitted to the examination office ("Prüfungsamt").

Semester Abroad

- We recommend spending a semester abroad. Our website, SSIX, the International Office of Goethe University, and our faculty can provide information on studying abroad and our partner universities in particular.

Jobs and Internships

- Part-time study is not allowed (Hessian Matriculation Requirements).
- Student jobs and internships are offered on the Career Center website.

PLAN OF STUDY

1st Semester

Module	Type	Hours/week	ECTS
Fundamentals of Macroeconomics (FMAC)	Lecture + Tutorial	3	6
Fundamentals of Microeconomics (FMIC)	Lecture + Tutorial	3	6
Fundamentals of Econometrics (FECO)	Lecture + Tutorial	3	6
Elective	Lecture + Tutorial OR Seminar	2 OR 3	6
Elective	Lecture + Tutorial OR Seminar	2 OR 3	6

2nd and 3rd Semester

Module	Type	Hours/week	ECTS
Module from International Economics	Lecture + Tutorial	3	6
Module from International Economics	Lecture + Tutorial	3	6
Module from Public Policy	Lecture + Tutorial	3	6
Module from Public Policy	Lecture + Tutorial	3	6
Seminar	Seminar	2	6
Supplementary Module	Lecture	2	3
Supplementary Module	Lecture	2	3
Elective	Lecture + Tutorial OR Seminar	2 OR 3	6
Elective	Lecture + Tutorial OR Seminar	2 OR 3	6
Elective	Lecture + Tutorial OR Seminar	2 OR 3	6
Elective	Lecture + Tutorial OR Seminar	2 OR 3	6

4th Semester

Module	Type	Hours/week	ECTS
Thesis Seminar	Seminar	4	6
Master's Thesis			24

TIMETABLE WINTER SEMESTER 18 / 19

	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m. – 10 a.m.		Fundamentals of Microeconomics weekly HZ 15			Fundamentals of Microeconomics odd weeks HZ 15
10 a.m. – 12 p.m.					
12 p.m. – 2 p.m.	Fundamentals of Macroeconomics weekly HZ 12				
2 p.m. – 4 p.m.	Fundamentals of Macroeconomics odd weeks HZ 12			Fundamentals of Econometrics weekly HZ 8	Fundamentals of Econometrics even weeks HZ 15

Fundamental Courses

- Fundamental courses are only held during the winter semester. The first mandatory retake is offered at the end of the winter semester, the second mandatory retake is offered during the summer semester. Retakes count whether you are registered for the exam or not.
- All three fundamental courses (18 ECTS) have to be completed within the first two semesters.
- In addition to the three fundamental courses, we recommend to choose two elective courses in the first semester (for a total of 30 ECTS).

Elective Courses

- Electives can be chosen from the list of Electives or from the list of International Economics or Public Policy modules or seminars.

CONTACTS

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LIBRARIES (BIBLIOTHEKEN)

Law and Economics Library (BRuW)

The Law and Economics Library (Bibliothek Recht und Wirtschaft, BRuW) is the central library of the Faculty of Law and the Faculty of Economics and Business Administration. The stocks of books and journals are freely accessible and mostly listed in the OPAC of the Goethe University library system.

You can borrow books at the counter in an automated checkout process. For use of the reference collection, the library offers 1,000 individual workplaces. Before entering the library, you have to lock your coats and bags in the lockers outside the library.

The library regularly offers tutorials and library tours:

- Introduction to catalogue research for WiWis (Students at the Faculty of Economics and Business Administration),
- Introduction to specialist databases for WiWis,
- Library tours especially for freshman students (in English and German).

Please check the library website for exact dates of these events:

▶▶▶ <http://www.ub.uni-frankfurt.de/benutzung/literatursuche.html#bruw>

Interested students please register in the attendants list at the lending and info counter. The meeting place is in the library's lobby opposite the book return counter. The event will take approx. 1 hour.

Opening Hours

Reading rooms/lending

Mon. – Fri. 8 a.m. – 10 p.m., Sat. + Sun. 10 a.m. – 10 p.m.

Information desk

Mon. – Fri. 10 a.m. – 4 p.m.

▶▶▶ <http://www.ub.uni-frankfurt.de/bruw/english>

University Library (Universitätsbibliothek, UB)

The University Library offers a huge inventory and collection and is one of the largest academic libraries in Germany.

Bockenheimer Landstr. 134-138
60325 Frankfurt am Main
Phone: +49 (0)69 798-39205

Öffnungszeiten

PC workplaces	Mon. – Fri. 8 a.m. – 9.30 p.m., Sat. + Sun. 10 a.m. – 6 p.m.
Information desk	Mon. – Fri. 8.30 a.m. – 8 p.m., Sat. + Sun. 10 a.m. – 6 p.m.
Lending/return	Mon. – Fri. 10 a.m. – 8 p.m., Sat. 10 a.m. – 2 p.m.

▶ ▶ ▶ <http://www.ub.uni-frankfurt.de/bruw/english>

German National Library (Deutsche Nationalbibliothek)

The German National Library is the central archival library and national bibliographic center for the Federal Republic of Germany. Its task, unique in Germany, is to collect, permanently archive, comprehensively document and record bibliographically without gap all German and German-language publications from 1913 on. The library is located at the station “Deutsche Nationalbibliothek” taking the underground U5. A yearly fee of 42 Euro has to be paid. No lending possible.

Adickesallee 1
60322 Frankfurt am Main

Opening Hours

Reading rooms	Mon. – Fri. 9 a.m. – 10 p.m., Sat. 10 a.m. – 6 p.m.
Registration	Mon. – Fri. 9 a.m. – 9.30 p.m., Sat. 10 a.m. – 5.30 p.m.
Information desk	Mon. – Fri. 9 a.m. – 7 p.m., Sat. 10 a.m. – 6 p.m.

▶ ▶ ▶ www.dnb.de/EN/Home/home_node.html



SSIX

Student Services and International Exchange (SSIX) offers support for students regarding a large number of questions concerning their studies by providing a comprehensive range of services. The SSIX team has the goal to enhance the students' satisfaction and to ensure successful studies.

The SSIX Info Center is the first contact point for all students of the Faculty. Here they get answers to all questions regarding their studies or the Faculty in general. You are welcome to make your enquiries in person, by telephone or by e-mail.

RuW Building (first floor), room 1.203.

Phone: +49 (0)69 798-7749

E-mail: ssix-infocenter@wiwi.uni-frankfurt.de

Opening Hours

Mon. – Thu. 9 a.m. – 5 p.m., Fri. 9 a.m. – 12 a.m.

▶▶▶ www.wiwi.uni-frankfurt.de/en/study/services/ssix-info-center.html

INTERNATIONAL OFFICE

The staff of the International Office informs, counsels and guides international students, especially on topics like finding a residence, health insurance, funding etc. In addition, the International Office supports students who want to study abroad.

PEG Building (second floor)

Phone: +49 (0)69 798-3838

E-mail: please use the contact form on the website

Opening Hours Information Desk

International Students

Mon. 1 p.m. – 4 p.m.

Study Abroad (Outgoings)

Tue. + Thu. 9 a.m. – 12 (noon)

Wed. 1 p.m. – 4 p.m.

▶▶▶ www.goethe-university-frankfurt.de/44341978/home



EXAMINATION OFFICE (PRÜFUNGSAMT)

The Examination Office is in charge of all tasks regarding the conception, organization and approval of graduate and doctorate examinations. Furthermore, it administers the students' individual credit points under strictest observance of data protection. It is also responsible for the operative implementation of the curricula in the study and examination guidelines.

On the websites of the Examination Office, you can find all relevant information regarding the study and examination regulations as currently effective, the latest examination dates, all relevant forms as well as an overview of the faculty calendar and the current office hours.

▶▶▶ www.wiwi.uni-frankfurt.de/pruefungsamt

RuW Building, room 1.209
First floor, entrance via SSIX-Info Center
Phone: +49 (0)69 798 - 7749
e-mail: pruefungsamt@wiwi.uni-frankfurt.de

EXAMINATION BOARD (PRÜFUNGSAUSSCHUSS)

The Examination Board (Prüfungsausschuss) decides upon written objections concerning relevant student's matters. During the lecture period, the board meets generally every first Monday of each month.

DEAN'S LIST

The Dean's List is an award for outstanding study results. It is awarded to the best students of the faculty at the Dean's List ceremony each semester. Beside a Dean's List certificate, students receive special offers by companies and benefit from workshops and internships, meetings with executives of companies and invitations by companies.

▶▶▶ <https://www.wiwi.uni-frankfurt.de/en/study/students/bachelor/deans-list.html>

HRZ ACCOUNT AND GOETHE EMAIL

Goethe's Hochschulrechenzentrum (HRZ, University Computer Center) configures a HRZ account and issues an electronic student card (Goethe Card) for each student. Both systems are linked together under the label "Integrated Information System of the Goethe University" (ilSGUT). Students can pick up their HRZ account together with the Goethe Card at the Student Service Center (SSC).

Along with the pick-up notification for your Goethe Card, you receive your password via ordinary mail. When you pick up your Goethe Card at the Student Service Center, you receive additional information material and an iTAN list for transactions with your Goethe Card.

Moreover, all Goethe students receive their personal e-mail address (yourname@stud.uni-frankfurt.de). Please check this e-mail address regularly since all study-related information is sent to this address. Forwarding incoming e-mails to another e-mail address is possible.

▶▶▶ https://webmail.server.uni-frankfurt.de/horde/login.php?new_lang=en_US

NEWSLETTER

The faculty newsletter provides up-to-date information from the Faculty of Economics and Business Administration of Goethe-University Frankfurt (in German only). Subscription or download is possible at:

▶▶▶ <https://www.wiwi.uni-frankfurt.de/presse-medien/newsletter.html>

REGISTRATION OFFICE (STUDIERENDENSEKRETARIAT)

The registration office services all administration processes for enrolled students. All inquiries concerning the enrollment, change of course of studies, Goethe Card, holiday semester and double degrees should be addressed to the registration office.

PEG Building, 1st floor
Phone: +49 (0)69 798-3838

Opening Hours

Mon. + Wed. 12.30 p.m. – 3.30 p.m., Tue. + Thu. 8.30 a.m. – 11.30 a.m.

▶ ▶ ▶ <https://www.uni-frankfurt.de/36192867/studierendensekretariat>

CAREER CENTER

The Career Center supports students and graduates in finding internships as well as part and full time jobs.

Opening Hours

Ground level/lecture hall (HZ)

Mon. 2 p.m. – 5 p.m., Thu. 1 p.m. – 5 p.m.

▶ ▶ ▶ <http://www.careercenter-frankfurt.de/>

HIWI JOBS (STUDENT ASSISTANT JOBS)

The faculty is frequently searching for student assistants. You can find these job offers on our website:

▶ ▶ ▶ www.wiwi.uni-frankfurt.de/hiwi-jobs

STUDENT UNION (STUDENTENWERK)

The “Studentenwerk” supports students in social and financial affairs. Apart from maintaining cafeterias, food courts and dormitories, it also administers student loans.

▶ ▶ ▶ <https://www.studentenwerkfrankfurt.de/en/>

STUDENTS' REPRESENTATIVES AND INITIATIVES

Our students are involved in a variety of student organizations and extracurricular activities. We welcome and encourage all students to prove their creativity, organizational talent, and commitment in existing or newly founded initiatives. Friendships, which develop from activities outside the classroom, often last long beyond graduation.

▶ ▶ ▶ <https://www.wiwi.uni-frankfurt.de/en/study/students/master/students-representatives-and-initiatives>

FWWG

The Frankfurter Wirtschaftswissenschaftliche Gesellschaft (FWWG) is an association for all alumni graduated from the Faculty of Economics and Business Administration at Goethe University.

▶ ▶ ▶ <http://www.fwwg.de/>

GMMA

The Goethe Money and Macro Association (GMMA) is an association of current students and alumni from the Department of Money and Macroeconomics at Goethe University. GMMA funds a best-student award for MMF.

▶ ▶ ▶ www.gmma-frankfurt.de

GFA

The Goethe Finance Association (GFA) e.V. connects companies as well as researchers within the field of finance with students and alumni.

▶ ▶ ▶ <http://gfa.hof.uni-frankfurt.de/apex/f?p=103:1:3210570944827384::NO::>

▶▶▶ One day, one location – all student initiatives of the Faculty of Economics and Business Administration – your chance to get to know us! Start networking and boost your career while you're studying!



STUDENT INITIATIVES DAY

MAY 7, 2019
10 A.M. – 4.30 P.M.
LECTURE HALL (HZ)

FACULTY OF ECONOMICS AND
BUSINESS ADMINISTRATION

GROUP STUDY ROOMS

The Studentenwerk Frankfurt am Main offers space to learn on the first floor in the Casino building, the rotunda in the IG-Farben Building, as well as one hall and the foyer in the Anbau Casino building on Campus Westend at the close of operations. This does not apply for days, where there are special events and the rooms are already booked.

You can find current opening hours for each of these facilities here:

▶▶▶ <https://www.studentenwerkfrankfurt.de/essen-trinken/einrichtungen/goethe-universitaet/campus-westend/>

SPORTS AT GOETHE UNIVERSITY

For all students keen on sports, the “Zentrum für Hochschulsport” offers a great diversity of sports.

Ginnheimer Landstrasse 39
60487 Frankfurt am Main
Phone: +49 (0)69 798-24516

▶▶▶ http://www.uni-frankfurt.de/50553861/40_zfhsp?legacy_request=1

KFZ-REFERAT (CAR RENTAL AGENCY)

You can hire a spacious van for little money via the KFZ-Referat directly on Campus Bockenheim.

Bockenheimer Landstrasse 133
(Neue Mensa Building)
Phone: +49 (0)69 798-23048

Opening Hours

Mon. – Fri. 8.30 a.m. – 6.00 p.m.
Sat. 8.30 a.m. – 9.30 a.m. and 5.00 p.m. – 6.00 p.m.

▶▶▶ <http://www.kfz-referat.de/autovermietung/>

LEARNING GERMAN

Although your Master's program does not require any German language skills, it might be helpful to learn German for handling everyday life and for finding a job in Germany. Therefore, we offer German courses for our international students – for beginners or advanced learners.

For further information contact:

Lisa Ilic

E-mail: lilic@wiwi.uni-frankfurt.de

Phone: +49 (0)69 798 34642

▶▶▶ <https://www.wiwi.uni-frankfurt.de/en/study/students/master/german-courses.html>



FOREIGN LANGUAGES FOR ECONOMISTS

The mastery of foreign languages enhances your professional and intercultural opportunities. These capabilities are requirements for leading positions in the private sector and research at an international level. The teachers in the Language Department prepare you for this challenge as well as for a study abroad experience.

The following business language courses are offered:

- English for Economists
- French for Economists
- Spanish for Economists
- Chinese for Economists
- Intercultural Skills for Japan

To ensure a high quality of education, classes are limited to 20 students. Please register well in time to ensure a place. A graded language skills certificate will be issued on successfully passing the course exam.

▶▶▶ <https://www.wiwi.uni-frankfurt.de/en/international/foreign-languages.html>

STUDENT ASSOCIATION WIWI



The "Fachschaft WiWi" (student association WiWi) organized by students, represents the interests of students at the faculty. Students from each semester are organized in the Fachschaft and put themselves out e.g. for better conditions of studying.

We represent students in university committees, have a right to a say at the selection of new professors and gather regularly to exchange information with important decision makers at the faculty.



The "Fachschaft" is a contact point for students concerning questions and problems around the studies. During lecture period, there is a weekly consultation hour and we open the Fachschafts-café regularly in the RuW-building.



Meetings of the elected Fachschaft council are public and everybody can participate in!
News and further information:
Homepage: www.fswiwigoethe.de
Facebook: www.facebook.com/fswiwigoethe

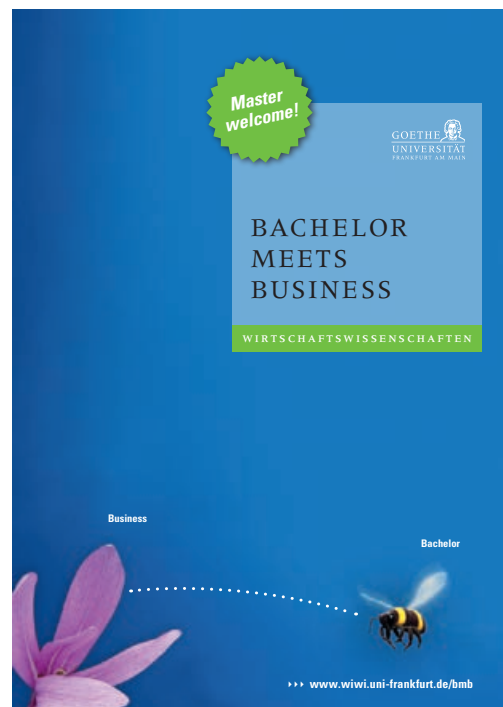


BACHELOR MEETS BUSINESS

What field should I focus my studies on? Which industries should I consider for a traineeship? What are my career perspectives once I have graduated?

Answers to these and other questions are provided in the „Bachelor meets Business“ series, which is organized every winter semester. Here, students have the opportunity to get in touch with renowned companies. Each event starts with a short presentation by the company invited and its representatives. Afterwards, students can ask questions with regard to internships and post-studies perspectives. The evening is rounded off by a casual get-together providing opportunities for individual conversations.

The colloquium dates for winter semester 2018/2019 and the participating companies are listed below. The lectures start at 6.15 p.m. in HZ 12 of the Auditorium Center.

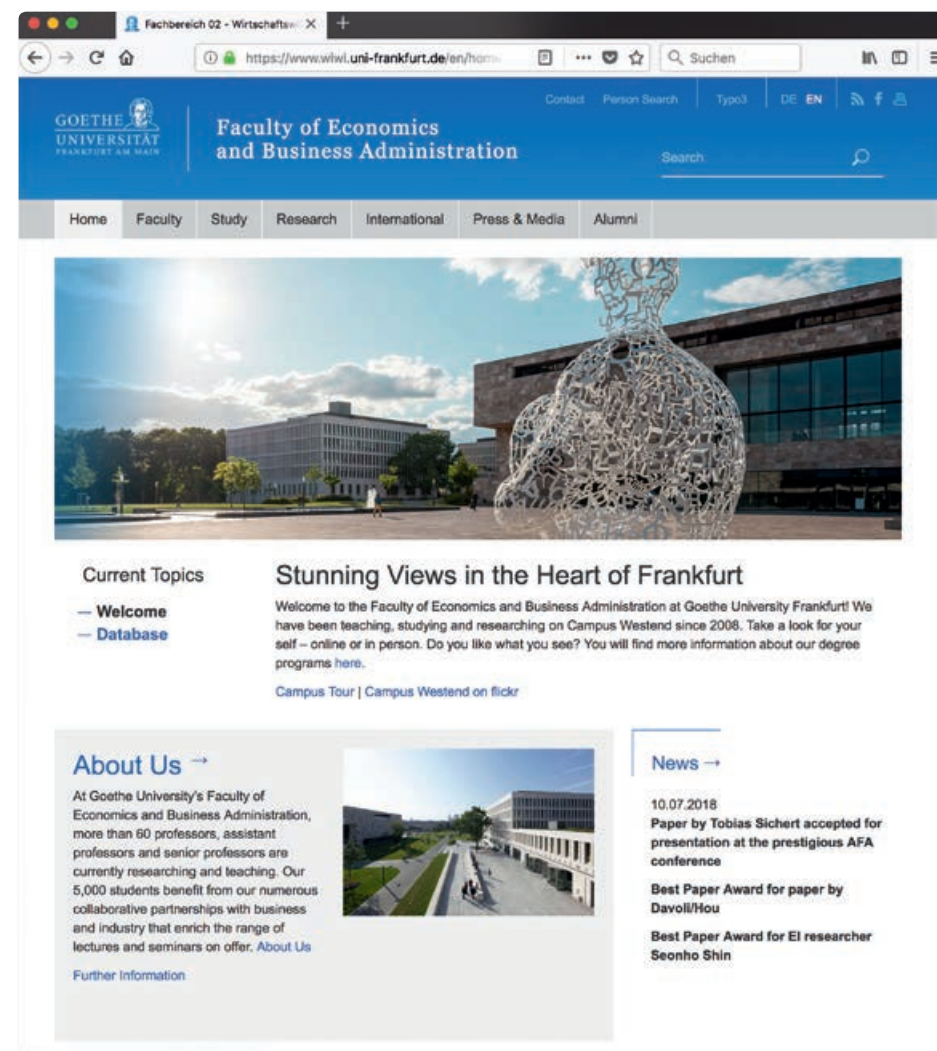


Date	Corporation
October 30, 2018	PwC
November 6, 2018	Cofinpro AG
November 13, 2018	MLP Finanzberatung SE
November 27, 2018	KPMG AG
December 12, 2018	Deutsche Börse AG

By participating in the events, you acknowledge that photos of the event can be used for publication (online and print).

▶▶▶ <https://www.wiwi.uni-frankfurt.de/en/study/students/bachelor/bachelor-meets-business.html>

FACULTY WEBSITE



▶▶▶ <https://www.wiwi.uni-frankfurt.de/en/home.html>



Faculty of Economics and Business Administration
Goethe University Frankfurt
Theodor-W.-Adorno-Platz 4
60323 Frankfurt am Main, Germany
<https://www.wiwi.uni-frankfurt.de/en/home.html>

