Guide for International Exchange Students
winter term 2018/19
Dear Prospective Goethe University Students,

Welcome to the student guide of the Faculty of Economics and Business Administration that is especially for international exchange students. We appreciate your interest in studying at Goethe University Frankfurt!

The University and the Faculty actively support and encourage the international mobility of students, lecturers and researchers. This is reflected in the international atmosphere highly evident on campus and within the Faculty of Economics and Business Administration itself. International students from all over the world are enrolled in the Faculty, either aiming for a degree or coming as exchange students for one or two semesters from one of our 70 partner universities. More and more of the Faculty’s academics have also studied abroad or come from an international background.

Frankfurt is a truly international city: one quarter of its citizens do not hold a German passport. The city is the geographical and financial centre of Europe, with two central banks (the European Central Bank and the Deutsche Bundesbank), about 300 national and international commercial banks, numerous insurance companies and other financial services providers, as well as one of the largest airports in Europe.

The Faculty of Economics and Business Administration offers you an interesting and diverse program of studies. Courses taught in English are offered under both our bachelor’s and master’s degree programs.

Our student services staff will help make your stay in Frankfurt as positive as possible, and not just in respect of your academic work. We hope to welcome you soon at the Faculty of Economics and Business Administration and to win you over as ambassadors of Goethe University to the rest of the world.

Bianka Jäckel  
Director International Office Faculty of Economics and Business Administration  
Faculty of Economics and Business Administration
INTERNATIONAL OFFICE OF THE FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

The team of the International Office of the Faculty of Economics and Business Administration warmly welcomes you as exchange student of the Faculty.

We are here to provide you with the necessary support that you may require to make your stay at the University and in Frankfurt most positive. If you have any questions you are welcome to come see us in our office or contact us by phone or email.

We encourage you to read this handbook and hope that it facilitates orientation at the University and at the Faculty.

We wish you an inspiring, eventful and successful time in Frankfurt!

Bianka Jäckel
TEL: +49 (0) 69 798 34607, EMAIL: jaeckel@wiwi.uni-frankfurt.de

Dr. Lars Pilz
TEL: +49 (0) 69 798 34608, EMAIL: lpilz@wiwi.uni-frankfurt.de

Anette Zell
TEL: +49 (0) 69 798 34834, EMAIL: azell@wiwi.uni-frankfurt.de

Melanie Voigtländer
TEL: +49 (0) 69 798 34713, EMAIL: voigtländer@wiwi.uni-frankfurt.de

Student Assistants:

Nathalie Radzey
TEL: +49 (0) 69 798 34838, EMAIL: befas@wiwi.uni-frankfurt.de

Elizaveta Kotelnikova
TEL: +49 (0) 69 798 34839, EMAIL: hiwi-international@wiwi.uni-frankfurt.de

Address:
Goethe-Universität Frankfurt
Fachbereich Wirtschaftswissenschaften
Auslandsbüro R.u.W. 1.247
Theodor-W.-Adorno-Platz 4
60629 Frankfurt
RuW rooms 1.247, 1.213, 1.214
THE UNIVERSITY

Frankfurt University is a lively, urban and cosmopolitan university that provides an excellent atmosphere in which to research, study, think, and create. The university was founded in 1914 through private funding. Thus, the university owes its establishment to the link – which is characteristic for the city of Frankfurt – between dynamic research, the legacy of the Enlightenment, and the conscious commitment of the citizens of Frankfurt to the fundamentals of international trade and industry.

As one of the major institutions of higher education in Germany, the university is committed to providing a wide spectrum of disciplines in research and teaching, to generating outstanding achievements, and to breaking new ground through the targeted utilization of the advantages and synergies of interdisciplinary work in research and teaching. In competition with the best national and international universities, Frankfurt University aims to fulfill its training and educational mandates through performance and open-mindedness. The University supports the practical application of knowledge based upon solid fundamental research.
FACTS AND FIGURES

Number of Students (2016/17)
Overall Number of Students: 46,842
International Students: 7,389

Number of Staff
Full and Associate Professors: 636
Research Staff: 8,922
Administration: 1,577

FACULTIES AT THE UNIVERSITY

Law
Economics and Business Administration
Social Sciences
Educational Sciences
Psychology and Sports Sciences
Protestant Theology
Roman Catholic Theology
Philosophy and History
Linguistics, Cultural and Civilization Studies, Art Studies
Modern Languages
Geosciences and Geography
Computer Science and Mathematics
Physics
Biochemistry, Chemistry and Pharmacy
Biological Sciences
Medical Sciences
THE FACULTY

The Faculty of Economics and Business Administration at Goethe University owes its existence and identity to the link forged between business and academia. In 1901, the Academy for Social and Commercial Studies was established by Wilhelm Merton, founder of the renowned German industrial organization Metallgesellschaft, as the commercial college for the city of Frankfurt. This college, the first faculty for economics and business administration of its kind in Germany, formed the nucleus for Goethe University, established in 1914 by the citizens of Frankfurt. It was during this time that those features characteristic of the study of economics in Frankfurt emerged: a focus on theoretical analysis, the close connection between the disciplines of economics and business administration and the open approach towards a broad spectrum of theoretical, practical and policy-oriented issues.

Today, the Faculty is considered one of the most attractive economics and business administration faculties in Germany. This view is shared not only by the more than 4,500 students enrolled, but also by the numerous national and international companies regularly recruiting our graduates.

With more than 4,500 students studying business administration, economics and business education, our school is not only one of the most prestigious, but also one of the largest schools of business and economics in Germany. Graduates enjoy an excellent reputation in the national and international business world, as indicated in numerous rankings. In 2005, the Faculty of Economics and Business Administration, became one of the first academic institutions in Germany to successfully complete the accreditation process of AACSB International and is until today one of three having achieved this distinction.
YOUR BENEFITS

- Committed professors - internationally leading experts
- Courses held in English
- Practice-oriented teaching by renowned guest lecturers from the business community
- Jobs and internships at your doorstep in an economically strong region
- Excellent study conditions on a new campus
- Support from Student Services and a Buddy Program
- International student community
- Frankfurt, financial and service center of global importance
ACADEMIC CALENDAR

The academic year is divided into 2 semesters:
Summer Semester 1 April – 30 September
Winter Semester 1 October – 31 March

Lecture Periods:
Winter Semester 2018/19:
15 October 2017 – 15 February 2018
Summer Semester 2019: 15 April 2019 - 19 July 2019

Examination Periods
Examinations take place during the three weeks following the lecture period:
Winter Semester: mid-February – early March
Summer Semester: mid-July – early August

FACTS AND FIGURES

- 2 Bachelor- and 5 Master Programs
- 5,324 students
- approx. 900 international students
- 7 Teaching- and Research Departments
- 47 Full-tenured Professors
- 13 Assistant and Adjunct Professors
- 17 Honorary Professors
- 58 Lecturers and Instructors from industry
- Over 100 International Partner Universities
COURSES

Continuously updated information on all courses offered at the Faculty of Economics and Business Administration and all other Faculties of the University is available through the *LSF system* in the internet. It shows all the different courses that can be attended.

Should you wish to attend courses of one of the graduate programs please check with the program director first to find out if you meet academic prerequisites and if you are allowed to attend these courses. Since there is no course registration, except for seminars, we recommend to attend a large choice of courses in the first two or three weeks of the semester and then decide which courses are most suitable for you.

The Faculty of Economics and Business Administration offers part of the course program in English, which you can find under this link: http://www.wiwi.uni-frankfurt.de/en/international/international-exchange-students/studies/courses-in-english.html

We recommend you to take 30 ECTS (European Course Credit Transfer System) credits per semester. Please make sure with the coordinator of your home University that the courses you attend here will be recognized for your studies.

Some courses offer *Tutorials/Mentoriums* in addition to the lecture. These courses are taught by senior students or assistants and help you to better understand the issues of the lecture.

<table>
<thead>
<tr>
<th>Grade Frankfurt</th>
<th>In Words</th>
<th>Explanation</th>
<th>ECTS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1,3</td>
<td>Very Good</td>
<td>A very good achievement</td>
<td>A / A</td>
</tr>
<tr>
<td>1,7 / 2,0 / 2,3</td>
<td>Good</td>
<td>An achievement that considerably surpasses the demands set</td>
<td>B / B / C</td>
</tr>
<tr>
<td>2,7 / 3,0 / 3,3</td>
<td>Satisfactory</td>
<td>An achievement that satisfies average demands set</td>
<td>C / C / D</td>
</tr>
<tr>
<td>3,7 / 4,0</td>
<td>Sufficient</td>
<td>Sufficient</td>
<td>E / E</td>
</tr>
<tr>
<td>5,0</td>
<td>Not sufficient</td>
<td>An achievement that does not meet demands set</td>
<td>F</td>
</tr>
</tbody>
</table>
EXAMINATIONS

Examinations usually take place at the end of the semester \textit{(after the lectures end!)}. 

Please Note that you will have to register for the exams!

For the registration of examinations you have to complete a form which will be provided by us once you arrive. As soon as you filled it in you can then hand it back in to the “Auslandsbüro” and we will register you for the exams.  

The exam will be written in the language in which the course was in. The International Students are allowed to use a dictionary during the exam, but nevertheless you should inform the supervisor and show them your dictionary as well as your passport proving that you really are an International Student.
ACCOUNTS

Every student gets three different types of accounts at the University, which can be a little confusing at the beginning of your stay.

1. HRZ-Account:
   That account is mainly used for the portal “QIS” and “OLAT”.

2. WiWi-Account:
   With the WiWi account, you are able to surf in the internet.

GOETHE-CARD

The Goethe Card is the most important student ID during your stay at Frankfurt University. This card can be used as a semester ticket per semester as well as for the entrance to Botanic Garden in Frankfurt.

This is your Matrikulation-number/Student ID
WELCOME TO FRANKFURT!

Why should you come to Frankfurt?
We are known for being Germany's most international city, the center for the financial industry and a lot more. You will be able to discover so many different cultures all here in Frankfurt, as well as meet people who speak the language.

The city shines through his diverse cultures and the hostable atmosphere. This starts with the city’s architecture. The view of Frankfurt’s bold high-rise architecture is just as attractive and yet very different. Directly opposite the high-rise buildings, on the other side of the Main, a unique collection of 13 museums has been developed and these are devoted to different works of art, from classical paintings to modern media.

Those who think of the city on the Main, think of the airport, the Paulskirche and Goethe, think of the Stock Exchange, the Book Fair and the skyline. There is no doubt about it; Frankfurt brings opposites together in a charming way.

Did you know how many Banks and other Financial Centers are located in Frankfurt?

FINANCIAL CENTERS IN FRANKFURT
300 national and international banks
the German Central Bank (Bundesbank),
the European Central Bank
the German Stock Exchange Group.
LIVING IN FRANKFURT

1. Registration at the Residence Registration Office
All international exchange students have to register at the Residence Registration Office (Einwohnermeldeamt) within a week after their arrival in Germany. The location of the Residence Registration Office for students who live in Frankfurt is:

Residence Registration Office (Zentrales Bürgeramt)
Zeil 3
D-60313 Frankfurt am Main

Opening hours:
Mon 9 - 17, Tue 7.30 - 13, Wed 7.30 - 13, Thurs 10 - 18, Fr 7.30 - 13

2. Foreigners’ Registration Office
Non EU citizens have to register at the Foreigners' Registration Office in addition.

Foreigners' Registration Office (Ausländerbehörde)
Rebstöcker Straße 4
60326 Frankfurt am Main

Opening hours: Mon 8 - 13, Wed 7.30 - 15, Thurs 13 - 18, Fr 7.30 - 12

Detailed information concerning this subject can be obtained from the International Office of Frankfurt University or from the department of foreign affairs.

Website:
http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Uebersicht_node.html
ACCOMMODATION

1. Students Dormitories
Exchange students from partner universities of the Faculty can apply for a room in one of the student dormitories. Most of the dormitories are maintained and administered by the Studentenwerk (student services organization). Due to a shortage of rooms, only a limited number of exchange students can be hosted there.

Please apply at the International Office of the University for a room in a student dormitory. You will receive an application form as soon as you are officially nominated from your home university.

Application deadlines are:
June 15 for the summer semester
December 15 for the winter semester.

2. Private Accommodation
Should you not wish to live in a student dormitory or should you not apply successfully for a room there and look for a private accommodation please notice the following links for shared private flats:

http://www.wg-gesucht.de/wg-zimmer-in-Frankfurt-am-Main.41.0.0.0.html
http://www.studenten-wg.de/Frankfurt%2520%252F%2520Main,zimmersuche.html
www.wggruendung.de
www.wg-spion.de
www.studenten-wg.de

www.easywg.de
http://www.wohngemeinschaft.de/
www.studenten-wohnung.de
www.studentenwohnungsmarkt.de

3. Temporary Accommodation
If you look for temporary accommodation the youth hostel in Frankfurt may be a good location for you.

Die Jugendherberge Frankfurt
Haus der Jugend , Deutschherrenufer 12 60594 Frankfurt
info@hellofrankfurt.de
tel: +49 (0) 69 - 61 00 150/
website: www.jugendherberge-frankfurt.de
**INSURANCES**

It is strongly recommended to all international exchange students to have a **valid health insurance** for the whole period of their stay. German health insurance companies offer special student coverage for approximately 60 Euros per month.

Students from EU countries may keep their own home health insurances as well as their own private insurances and may bring their European Health Insurance Card (EHIC) which in case of illness is also valid in Germany. To cover claims by third parties arising from personal liability cases, a personal liability insurance is recommended. Accident insurance while pursuing study activities is provided free of charge by the Federal Government of Germany. The special DAAD-Group Insurance Scheme comprises sickness, personal accident, and private liability.

**BANKS AND MONEY**

On arriving in Germany, you should open a bank account. Here are some addresses of banks which are close to the University:

- **Frankfurter Sparkasse**, Reuterweg 71, 60323 Frankfurt, tel: +49 (0) 69 26411045
- **Commerzbank Bank**, Bockenheimer Landstr. 51, 60325 Frankfurt, tel: +49 (0) 691708850
- **Frankfurter Volksbank**, Platz der Republik 6, 60325 Frankfurt, tel: +49 (0) 69 217212460
- **Postbank**, Goetheplatz 6, 60325 Frankfurt, tel: +49 (0) 228 4333111
TRANSPORT

Frankfurt has a very well developed inner city network of public transport including bus lines, underground lines and tram lines organized by the Rhein-Main-Verkehrsverbund. If you take the subway (U-Bahn, line 1, 2, 3 or 8) to reach the Campus, please leave at Holzhausenstraße.

Frankfurt Airport is located outside the city. Should you arrive by plane, you can reach Frankfurt/Main station in about 20 minutes by commuter train (S-Bahn). From the main station the journey to the University takes less than 10 minutes by underground. Should you come from Frankfurt-Hahn Airport, you can travel to Frankfurt by bus. This takes about 1.5 hours.

All students applying for a semester abroad at Frankfurt University have to buy a semester ticket (approx. 200 Euros which are included in the Semester fees), allowing them to use public transport in Frankfurt and its surrounding areas.

To reach your destinations within Frankfurt you can also use the excellent infrastructure of bike paths that cross the town.
COST OF LIVING

Below you will find examples of costs you will have to bear during your studies in Frankfurt:

<table>
<thead>
<tr>
<th>Cost</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study fees</td>
<td>366.11 Euros (Semester ticket included)</td>
</tr>
<tr>
<td>Accommodation in a dormitory</td>
<td>200 Euros to 350 Euros</td>
</tr>
<tr>
<td>Privately rented rooms</td>
<td>280 Euros to 400 Euros</td>
</tr>
<tr>
<td>Lunch at the cafeteria</td>
<td>2 Euros to 5.10 Euros</td>
</tr>
<tr>
<td>Evening in a Frankfurt Club or Bar</td>
<td>around 25 Euros</td>
</tr>
</tbody>
</table>

All in all, you will need between **700 and 900 Euros** for your monthly expenses which includes rent, food, books etc.

Please see also the information of the Federal Statistical Office Germany.
STUDENTS’ REPRESENTATIVES

The student government association represents the interests of the students of the Faculty of Economics and Business Administration:

Fachschaft WiWi  http://www.fswiwi.goethe.de/

Our students are involved in a variety of student organizations and extra-curricular activities. The Faculty offers comprehensive support and advising services throughout a student's entire degree program. Friendships that develop from activities outside the classroom often last long beyond graduation.

SOME OF OUR INITIATIVES

- AIESEC
  http://www.aiesec.de/ff
- Bachelor meets Business
  https://www.wiwi.uni-frankfurt.de/studium/studierende/bachelor/bachelor-meets-business.html
- Goethe-Debattierclub
  http://debattierclub-goethes-faust.blogspot.com/
- GREEN finance consulting
  http://www.green-fc.de/
- Hermes Club
  http://www.hermesclub.uni-frankfurt.de/Geschichte/index.html
- Market Team
  http://www.market-team.org/frankfurt/
- MTP - Marketing zwischen Theorie und Praxis
  http://www.mtp.org/mtp-site/regional/frankfurt.nsf/id/pa_gs_start.html
- Next Generation Forum
  http://next-generation-forum.com/deutsche-bildung/
SPORTS AT THE GOETHE UNIVERSITY

All students, members, and affiliates of Goethe University Frankfurt are entitled to use the Center for University Sports (Zentrum für Hochschulsport). Sports at Goethe University are purely recreational and hence emphasize a good time and offer a break from the daily routine. At the Center for University Sports, you will find many sport offerings.

Address:
Zentrum für Hochschulsport (ZfH)
Sportstätten und Geschäftszimmer
Ginnheimer Landstraße 39
60487 Frankfurt
tel: +49-(0)69-798-24516
fax: +49-(0)69-798-24532
email: zfh@em.uni-frankfurt.de
website: www.uni-frankfurt.de/hochschulsport
SSIX Buddy Program

We are the SSIX Buddy Program, a student initiative of the Faculty of Economics and Business Administration, who are here to support the exchange students of the Faculty in Frankfurt.

What is our motivation?
This program is all about getting to know the international students and support them as much as we can. Our Buddys are all students from our faculty themselves and therefore the best partner to talk to if you need assistance.

You can contact your Buddy before your arrival in Germany, if you like, to get answers to any questions you may have and to help organize your stay. As soon as you are here, we will help you in getting to know the University and Frankfurt and introduce you fellow students.

We regularly organize visits to bars and other great activities which you are more than welcome to join.

We look forward to welcoming you in Frankfurt!

Your SSIX Buddy Team

Contact Us!
Facebook: www.facebook.com/SSIXBuddyProgram
Email: ssix-buddy@wiwi.uni-frankfurt.de