Information Event Study Abroad
Faculty of Economics and Business
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1. Contact Information & Important Dates
International Office of the Faculty of Economics and Business

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Where can you find us?
RuW Building
Rooms 1.247, 1.213, 1.214
Changes in Office Hours and Absences & News are on our Website

*No office hours right now
Questions? Contact us!

Questions about Degree Seeking Issues (Course Registration, Transcript, Grading, etc.)

To International Office of the Faculty Economics and Business

Janine Werner
RuW Building, Room 1.247
Email
Office Hours

Questions about Administrative Issues (Housing, Matriculation, etc.)

To Central International Office

Julia Freier
PEG Building, Room 2.G176
📞 +49-(0)69-798-15080
Email
Office Hours
Academic Calendar

Semester Dates
01\textsuperscript{st} April 2021 – 30\textsuperscript{th} September 2021

Lecture Dates
12\textsuperscript{th} April 2021 – 16\textsuperscript{th} July 2021

Examination Period
19\textsuperscript{th} July 2021 – 6\textsuperscript{th} August 2021
(For updates please check \url{here})

Official Holidays
13.05., 24.05., 03.06.
2. Selecting Modules
General Information

Full Workload: 30 Credit Points per Semester

2 Types of Courses:

Lectures with exercises
- lectures, exercises, mentorial/tutorial
- ends with exam

Seminars/ Compact Seminars
- discussions, smaller groups
- ends with assignment, presentation and exam
<table>
<thead>
<tr>
<th></th>
<th>Bachelor Lectures</th>
<th>Master Lectures</th>
<th>Seminars &amp; Modules with capacity constrains</th>
<th>Modules from other faculties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bachelor Students</strong></td>
<td>Yes</td>
<td>Yes, registration for attendance via professor</td>
<td>Yes, but we advice no master seminars</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Master Students</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| **Registration**       | Registration only for exams necessary | Registration only for exams necessary | • Registration via form  
• Limited to three courses at maximum  
• Place after registration is not guaranteed | • See other faculty’s rules  
• Please take notice of all important deadlines and differences in the registration process for exams at other faculties! |
Lectures

• Attendance is not compulsory for lectures, but still we strongly urge you to view them *(Lectures will be held digitally &/or in presence!)*

• Try to help each other and form (if possible) digital studying groups

• Also do not underestimate the workload and start studying early enough!
Course List to check relevant modules
Checking the Courses: LSF

Course Overview (SoSe 2018)

- Vorlesungsverzeichnis
  - Courses of the Faculty of Law
  - Courses of the Faculty of Economics and Business Administration
  - Courses of the Faculty of Social Sciences
  - Courses of the Faculty of Educational Sciences
  - Courses of the Faculty of Psychology and Sport Sciences
  - Courses of the Faculty of Protestant Theology
  - Courses of the Faculty of Roman Catholic Theology
  - Courses of the Faculty of Philosophy and History
  - Courses of the Faculty of Linguistics, Cultural Studies and Art
  - Courses of the Faculty of Modern Languages
  - Courses of the Faculty of Geosciences and Geography
  - Courses of the Faculty of Computer Sciences and Mathematics
  - Courses of the Faculty of Physics
  - Courses of the Faculty of Biochemistry, Chemistry and Pharmacy
  - Courses of the Faculty of Biosciences
  - Courses of the Faculty of Medical Science
  - Teacher Training
  - Other Courses
Explaining German Abbreviations

**Macroeconomics 2 - Single View**

<table>
<thead>
<tr>
<th>Basic Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Course</strong></td>
<td>Vorlesung mit Übung</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>SoSe 2017</td>
</tr>
<tr>
<td><strong>Expected no. of participants</strong></td>
<td>120</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>englisch</td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Course Code</strong></td>
<td>PMAK</td>
</tr>
<tr>
<td><strong>Hours per week in term</strong></td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Max. participants</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hyperlink</strong></td>
<td>Assignment</td>
</tr>
</tbody>
</table>

**Dates/Times/Location Group: [no name]**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Frequency</th>
<th>Duration</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tue. 16:00 bis 18:00</td>
<td>woch</td>
<td>18.04.2017 to 21.07.2017</td>
<td>Hörsaalzentrum - HZ 15 (Vorlesungserhecht Fb 02)</td>
</tr>
<tr>
<td>2</td>
<td>Mon. 12:00 bis 14:00</td>
<td>ungerWoch</td>
<td>24.04.2017 to 21.07.2017</td>
<td>Hörsaalzentrum - HZ 15 (Vorlesungserhecht Fb 02)</td>
</tr>
</tbody>
</table>
Course Title, Type & Code

Course Title: Macroeconomics 2 - Single View

Course Type:
- Vorlesung mit Übung - Lecture with exercise
- Blockseminar – compact seminar

Course Code: PMAK

Term: SoSe 20XX

Hours per week in term: 4.0

Max. participants

Hyperlink

Assignment
### Frequency

**Woch** - weekly  
**gerWoch** - even weeks  
**ungerWoch** - uneven weeks  
**Einzel** - single

<table>
<thead>
<tr>
<th>Week Number</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 15</td>
<td>April 12, 2021</td>
<td>April 18, 2021</td>
</tr>
<tr>
<td>Week 16</td>
<td>April 19, 2021</td>
<td>April 25, 2021</td>
</tr>
<tr>
<td>Week 17</td>
<td>April 26, 2021</td>
<td>May 2, 2021</td>
</tr>
<tr>
<td>Week 18</td>
<td>May 3, 2021</td>
<td>May 9, 2021</td>
</tr>
<tr>
<td>Week 20</td>
<td>May 10, 2021</td>
<td>May 16, 2021</td>
</tr>
</tbody>
</table>

**Even & uneven weeks**
Dates/Times/Location Group: [no name]

In this case, you should attend all dates given below. It means that all the sessions will have different content.

Dates/Times/Location Group: Gruppe 1/Gruppe 2

In this case, you can choose between attending all sessions for Gruppe 1 or Gruppe 2. The content will be identical between the groups.
Online Learning System: OLAT
Using OLAT

– Log into OLAT with **HRZ Account**

– Change Language under Settings (“Einstellungen“) -> “Sprache”

– Use Search Engine to find your courses (Title or Course Code)

**OLAT is really important!!!!**
Questions on course selection?
3. Exams & Registration Process
Written Exams

Examination Timetable
Please check that your Exams do not Overlap

Registration for Exams via Registration Form
To be handed into the examination office of the Faculty Economics and Business digitally via email with subject “Student ID, registration exchange student” to pruefungsamt@wiwi.uni-frankfurt.de
For updates:
Examination Office News
Example of Registration
Important for Registration!

Adding a course

hand in a new form with just the added course on the list

Withdrawing from a course

fill in the withdrawal from with just the course you wish to withdraw from

Please follow these rules or your form will not be accepted!
Deadlines

Bachelor:
Register and Withdrawal until the 11\textsuperscript{th} June 2021

Master (late deadline):
Registration until the 11\textsuperscript{th} June 2021
withdrawal until one week before the exam

Modules with Capacity Constrains (Bachelor),
Seminars (Bachelor)
and Master (early deadline):
Registration and Withdrawal until the 21\textsuperscript{st} April 2021
Who needs to leave before the 19th July because of the next study term at home?
Presheduled Exams

– Only possible if your new term at you home university starts earlier than our exam phase ends, and the respective professor agrees!
– Pre exam replaces the regular exam, you cannot participate in both

How to register/withdraw (Deadline: 11th June 2021)

1. Hand in Registration Form to examination office
2. Fill in Approval Form → collect signatures from 1.) Your home university 2.) your professors 3.) yourself
3. Hand in approval form to me (via e-mail) = Registration
4. To withdraw write an email
5. Take exam – Date and Time to be discussed with Professor
6. Grading via Exam Certificate (filled in by professor) handed in to me (digitally is fine too)
Example of Approval Form
Questions on exams?
4. Transcripts & Grading
Transcript of Records

- Records of achievements
- Automatically prepared
- Sent to you in September
- Please give us all your certificates (exam certificates from prescheduled exams, course certificates from other faculties, language course certificates, etc.)
# Grading System

<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>
5. Additional Information
Learning German

• German language courses at the ISZ „Internationales Studienzentrum“ (International Centre of Studies)
  Contact: Email or visit the Website
• Learn German…
  … to get to know German culture
  … to get in touch with Germans easier
  … to find your way through everyday life
  … to gain some credit points and good marks.
Library of the Faculty (BRuW)

Opening Hours
Mon - Fri 9 a.m. – 10 p.m.
Sat + Sun 10 a.m. – 10 p.m.

You need to “book” a spot in the library!!

Lending & Return
Mon - Fri 9 a.m. – 10 p.m.
Sat + Sun 10 a.m. – 10 p.m.

Your student ID card is also your library card.
Library of the Faculty (BRuW)

Library Booking System:  
https://buchung.ub.uni-frankfurt.de/zeit/BRUW/

➢ Max. 6 spots in 1 week  
➢ Confirm booking/Check-In: 15 min. before booked time slot until 45 min. after time slot

Eintrittskarte BRuW - Bibliothek Recht und Wirtschaft
Student‘s Initiatives

- Fachschaft WiWi
- Enactus
- AIESEC
- Goethe Business & Economics Club
- Bachelor Meets Business
- Green finance consulting e.V.
- 180 Degrees Consulting Frankfurt
- Impress! e.V.
- Founder Club Frankfurt
- MTP—Marketing zwischen Theorie und Praxis e.V.
• **Contact restrictions:** Maximum 5 persons from 2 different households

• **Restaurants, Cafes, Bars, Clubs etc.** only for take-away and delivery

• **Gyms:** open with an appointment

• **Swimming pools, Theater, Cinema, Opera:** closed

• **Cancel not necessary trips (also day trips)**

• **Massage places, Tattoo Studios, Beauty Salons:** open (check the websites before)

• **In the inner part of Frankfurt:** Masks are obligatory

• For updates of the university please check [here](#)

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**Until 18th of April (new updates next week)**
Remember

• Please check your **Emails** regularly, also the spam folder!

• Please give us an alternative e-mail address if you use the email providers **outlook, live & Hotmail** by writing an email to **befas@wiwi.uni-frankfurt.de**

• Staying for **two semesters**: Do not forget to re-register and pay the re-enrollment fee for the second semester in July!
Any last Questions?
Thanks for your attention!