Call for Applications for the academic year 2020/21

For students in Master BWL or Master in International Management (IM)

The Faculty of Economics and Business calls for applications for its Erasmus+ exchange programs and the worldwide exchange outside Europe for the winter semester 2020/21 (starting in Aug./Sept./Oct. 2020). The period for studies abroad is one semester. Please see for partner universities and study abroad places at the end of this document.

Fees:
We do not charge tuition fees.

Funding:

Erasmus+ (exchange with European partner universities):
The Erasmus+ program provides partial funding. The scholarships vary approximately between 150 and 250 Euros per month depending on the country of destination, please see here. There is no extra funding for travel costs etc.

World Wide Exchange:
The PROMOS program of the German Academic Exchange Service (DAAD) provides funding for students with German nationality and for international students, who are enrolled as regular students in the degree programs of the Faculty.

Who can apply?
- Students in the Master programs BWL or International Management
- Students in their first semester who will spend their third semester, i.e. the winter semester 2020/21 at the partner institution.
  Applications from students who want to spend an exchange semester abroad at a later stage will be considered in exceptional cases only and according to capacity.

Language Requirements:
Please see appendix “Available places and language requirements for the academic year 2020/21”.

Please submit the following documents for an exchange **electronically**:

- **Application form 2020/21.**
  (You can select up to four\(^1\) university choices (please see note 1 below). There is a separate application for QTEM.)
- If applicable: “Erasmus+ Application form for outgoing students” through the *Erasmus+ Online-Application (Link will be shared end of December once the Erasmus Application is opened)*
  (Explanation: If you put a European Partner University in your preferences and hence wish to study at an Erasmus+ institution, you need to fill in the *Erasmus+ Online-Application (Link will be shared end of December once the Erasmus Application is opened)* of the central International Office. For this application it is also required to upload some documents (CV, letter of motivation, transcript, language certificate, study certificate). When you have finished the Erasmus+ Online Application the “Erasmus+ Application form for outgoing students” will be generated. Please print the document and add it to your application. Should you have further questions about the Erasmus+ Online Application, please refer to the International Office in the PEG building, E-Mail: outgoing@wiwi.uni-frankfurt.de)
- Letter of motivation in English (Exception for Austria: German or English) explaining the reasons for studies abroad. The letter must only cover the reasons for applying for an exchange term at the partner university of your first choice. The statement of proposed study should comprise around 4,500 letters without space letters.
- CV in English (Exception for Austria: German or English).
- If applicable: Language certificate, please see “Available places and language requirements for the academic year 2020/21” at the end of this document.
- Copy of Bachelor’s degree including the transcript of records.
- If applicable: Certificate showing your voluntary social commitment for student initiatives at the Faculty/the University or commitment outside the University. The certificate must show the intensity of your commitment, the period of your commitment and your function.
- Study certificate (“Studienbescheinigung”, not “Semesterbescheinigung”) for the winter semester 2019/20.

**How to submit applications?**

Please submit your digital documents as a PDF file via e-mail to Melanie Voigtländer (voigtlaeender@wiwi.uni-frankfurt.de) and state “Application Master exchange – BWL/IM” in the subject line. You will be notified once your application has been received (during office hours only!).

**Application deadline:** February 3rd 2020

There have been less female applicants, hence we would like to encourage female students to apply.

Incomplete applications or applications arriving after the deadline will **not** be considered!

It is not possible to submit certificates or other documents after the application deadline unless we ask you to do so!

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\(^1\) You have four choices. You may also select less than 4 universities. Please cite only universities which you truly wish to attend.
Application for more than one program (exchanges within Erasmus+ and worldwide) of the Faculty, QTEM and University Programs:

If you apply for different programs we ask you to respect the following priority succession:

(QTEM > exchange programs of the Faculty (Erasmus+, worldwide))

If you have successfully applied for a University program it is not possible anymore to apply for a Faculty program or to take part in a Faculty exchange and the other way round.

Selection criteria:
The selection is based on the following criteria:

- Grades and duration of studies (70%)
- Voluntary social commitment at Goethe University or outside academia, overall quality of application, letter of motivation (30%).

In case the quality of applications is equal places will be allocated according to the luck of the draw.

Multiple applications (exchange terms of one semester, QTEM):

You can apply for both the Erasmus+/worldwide exchange and QTEM. You only have to submit one application for the Erasmus+/worldwide exchange. You can include up to four partner universities on the application form. Please note that you have to submit a separate application for the QTEM program.

Please note:

We expect you to read the course offer of the partner universities and the internet pages of the universities of your choice thoroughly and to inform yourself about semester periods, costs of living and alike. Please check if the study program of the partner university meets your expectations and fits into your curriculum. Your selection is compulsory!!! Please carefully think about which university to select. It is not possible to change the choice of your partner university after the application has reached us. We are not able to give your place to somebody else which means that if you do not accept your slot it will be lost.

Please check the website of the Auswärtige Amt for safety information for the country of your choice.

Information:

- Our website: http://www.wiwi.uni-frankfurt.de/international
  SSIX Info Center (RuW Building, Room 1.203)
- Contact: Melanie Voigtlaender (voigtlaender@wiwi.uni-frankfurt.de)
  Service Office hours: Tuesday & Thursday 10-12 in RuW Room 1.242

Please check details regularly. It may be possible that new partner universities will join our international network or that language requirements change.

We look forward to receiving your application!
Appendix: Available places and language requirements for the academic year 2020/21.
Please note: The table provides an overview on the language requirements. The standards language of instruction is English (exception: Austria, German and Chile, Spanish). You have to submit a TOEFL or IELTS. Most universities also accept B2 or C1 certificates. Please see the course catalogues of the partner universities and check which courses are offered in English. In some cases the number of courses offered in English is quite limited. If you want to attend courses in the local languages a proof of competency in the respective language is obligatory. Therefore, the column “B2” might include the required level in the local language. If the columns “B2” does not specify the local language, it only refers to the English requirements. The other columns (TOEFL, IELTS, CAE/CPE) only refer to the English requirements. You only have to provide one language proof (English or local language).
TOEFL expires after 3 years and B2 certificate does not expire.

<table>
<thead>
<tr>
<th>Country</th>
<th>University</th>
<th>Number of Places</th>
<th>Language</th>
<th>TOEFL</th>
<th>IELTS</th>
<th>B2</th>
<th>CAE/CPE</th>
<th>GRE/GMAT</th>
<th>other</th>
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<tr>
<td>Austria</td>
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<td>German, English</td>
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<td>FCE/CAE/CPE</td>
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<td>Proof native speaker, proof that you successfully finished a study programme of at least one year which was completely taught in English</td>
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<td>Country</td>
<td>University</td>
<td>Credits</td>
<td>Language(s)</td>
<td>Grade</td>
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<td>Kursangebot englisch-sprachig:</td>
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<td>Since this university does</td>
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not offer many courses in English language, we **recommend** knowledge of the Italian language at B2 level; however, this is **not required.**

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<tr>
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<td>University of Barcelona</td>
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<td>EN: B2</td>
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<tr>
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