

# Fact Sheet for Exchange Students

University	
Name	Frankfurt School of Finance & Management gGmbH
Location	Frankfurt am Main, Germany
Faculty and Departments	<p>Frankfurt School of Finance &amp; Management features one of Germany's largest finance faculties. Its professors work hand in hand with policy-makers and executives to offer tailor-made solutions to topical questions. Research findings from the five departments of Frankfurt School are applied in leading corporations, the finance sector, politics, and development cooperation. Members of our faculty frequently comment on topical issues in all media. Frankfurt School's practice-oriented and research-based courses regularly rank amongst the best in the whole of Germany. Our five departments are:</p> <ul style="list-style-type: none"> <li>■ Finance Department</li> <li>■ Management Department</li> <li>■ Economics Department</li> <li>■ Philosophy &amp; Law Department</li> <li>■ Accounting Department</li> </ul>
Frankfurt School website	<a href="http://www.frankfurt-school.de">http://www.frankfurt-school.de</a>
International Office website	<a href="http://www.frankfurt-school.de/home/about/international-office.html">http://www.frankfurt-school.de/home/about/international-office.html</a>
Academic Calendar	
Summer semester 2018	<p>Official semester start: 01 February 2018            Examination period bachelor programme: 26 March – 29 March 2018; 28 May – 2 June 2018            Examination period master programmes: 3 April – 7 April 2018; 22 May – 26 May 2018            Official semester end: 31 August 2018</p> <p><i>Please note that the start of lectures may be different from the start of the semester period.            Dates are subject to change.</i></p>
Winter semester 2018/2019	<p>Official semester start: 01 September 2018            Examination period bachelor programmes: 22 October – 27 October 2018; 17 December – 22 December 2018            Examination period master programmes: 29 October – 3 November 2018; 17 December – 22 December 2018            Official semester end: 31 January 2019</p> <p><i>Please note that the start of lectures may be different from the start of the semester period.            Dates are subject to change.</i></p>

<b>Orientation</b>	<p>The International Office offers an “International Student Orientation”, where we will provide you with useful information concerning your study programme, we will show you Frankfurt School’s campus, our online campus system and other important things you need to know when studying in Germany. Please note that the orientation is mandatory for all bachelor and master exchange students.</p> <p><b>Dates:</b></p> <ul style="list-style-type: none"> <li>■ Summer semester 2018: 25 January – 26 January 2018 (Subject to change)</li> <li>■ Winter semester 2017/18: 23 August – 24 August 2018 (Subject to change)</li> </ul>
<b>Application procedure</b>	
<b>Nomination &amp; Deadlines</b>	<p>Nomination deadline winter semester: 15 April  <i>We will only accept nominations through our online mobility tool. If our school has not yet set up an account for the nominations to FS, please contact the FS International office.</i></p> <p>Application deadline winter semester: 15 May          Nomination deadline summer semester: 1 October          Application deadline summer semester: 1 November</p> <p><i>If students need to apply for a visa, we strongly recommend that they submit their application in April/October.</i></p>
<b>Academic Requirements</b>	<p>Students should have studied for at least two years in a business or economics related programme to enroll in our bachelor programme. To enroll in our master programmes, students need to have finished their undergraduate studies and should have studied at least one semester at graduate level.</p>
<b>Required documents</b>	<ul style="list-style-type: none"> <li>■ Passport copy</li> <li>■ Proof of English proficiency and/or proof of German proficiency</li> <li>■ Proof of international health insurance</li> <li>■ Biometric photograph</li> <li>■ Transcript of Records (official).</li> </ul> <p>All documents have to be submitted in the online application.          The link will be sent out by the International Office after the student has been nominated.</p>
<b>Language</b>	
<b>Language requirements</b>	<p>All master programmes and all advanced study phase modules of the bachelor programme are fully taught in English. The language requirements are as follows:</p> <p><b>Bachelor programme:</b>          English language requirements: TOEFL IBT 80, IELTS 5.5 or equivalent.</p> <p><b>Master programmes:</b>          English language requirements: TOEFL IBT 90, IELTS 6.5 or equivalent.</p> <p>Only if students want to choose German-taught modules of the first four semesters of the bachelor programme, will they need to proof a German proficiency of level B2.</p> <p>If no official language test is available, a stamped and signed letter of recommendation from the respective language teacher will also be accepted.</p> <p>If the study programme at the home university is taught completely in English a confirmation from the study advisory is also accepted.</p>

German language course	<ul style="list-style-type: none"> <li>■ Frankfurt School offers German language classes to all international students. They are optional, on different levels and take place during the semester. Students will receive 6 ECTS for successful participation. A language test will be sent before the International Student Orientation. Based on the results and availability, students will be allocated to a German language class that meets their level of knowledge.</li> <li>■ Frankfurt School offers a one month intensive German language course in August before the start of the winter semester.</li> </ul>
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## Modules

Modules eligible for exchange students	<p><b>Bachelor programme:</b> All modules from the 6th and 7th semester of the bachelor programme are eligible for exchange students. Please note that all these modules are taught in English. A list of the modules can be found on our website and is available at the International Office.</p> <p>If students wish to take German-taught modules, they might choose modules from the first four semesters of the bachelor programme. These modules start at an earlier date as the modules of the 6th and 7th semester. <b>In this case it is very important that the student informs the International Office already when he/she applies for an exchange semester.</b></p> <p><b>Master programme:</b> Most of the master modules are open to exchange students. A list with modules can be found on our website and is available at the International Office.</p>
Module selection	The module selection is done before and during the International Student Orientation. The first week (M.A.) or first two weeks (B.A.) of lecture is the "add & drop period" during which any changes have to be reported to the International Office. After that, modules cannot be changed or removed and will later appear on the transcript.
Academic Load	Exchange students can take a workload of up to 5 modules (30 ECTS) per semester (including German language course if selected). Students are required to register for at least one module.
Transcripts	The Transcript of Records is available online for the students. It will only be sent to the International Office of the home university upon request.

## Additional Information

Student Visa (compulsory for non EU-students)	<ul style="list-style-type: none"> <li>■ Dependent on requirements from the German embassy of the students' home country. Students need to contact their local German embassy.</li> <li>■ The visa has to be valid also for the orientation days before the start of the semester</li> </ul>
Insurance (compulsory)	Students must obtain a health insurance which is equivalent to the German health insurance. During the International Student Orientation a mandatory insurance check is done. If the insurance is not sufficient, (please refer to the health insurance sheet for details) the student has to sign up for a German insurance (approx. 90 EUR per month).
Housing	<ul style="list-style-type: none"> <li>■ Frankfurt School offers student residences in Frankfurt.</li> <li>■ Due to limited availability, not all students can be guaranteed a room in our student residences. However, we will do our best to accommodate our students elsewhere.</li> <li>■ For further information, please check out our website: <a href="http://www.frankfurt-school.de/dorms.html">http://www.frankfurt-school.de/dorms.html</a></li> </ul>
RMV-Ticket	All students enrolled at FS need to purchase the RMV public transport ticket (approx. 210 EUR per semester).

## International Office Contact Information

<b>Contact details International Office</b>	<p>Frankfurt School of Finance &amp; Management gGmbH International Office Adickesallee 32/34 60322 Frankfurt am Main Deutschland/Germany</p> <p>The International Office is located on the first floor at Frankfurt School. Opening hours are Monday – Friday 9 am – 5 pm.</p>
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