

# Master IBE: Frequently Asked Questions

## Content

1	Application, Admission & Programme Information .....	3
1.1	Am I eligible to apply for the M.A. in International Business and Economics?.....	3
1.2	Are there tuition fees? .....	4
1.3	Is there any financial support from the University?.....	4
1.4	When should I send my application? .....	4
1.5	Is it possible to apply online? .....	4
1.6	When is the deadline for applications?.....	5
1.7	Which papers do I have to send in order to apply? .....	5
1.8	Which information should the personal essay/motivation letter contain?.....	5
1.9	Verifications from which institutions are accepted? .....	5
1.10	If I don't have all necessary papers for application till 15 June, can I nevertheless send my papers?.....	5
1.11	Will I get a feedback to my application? .....	5
1.12	When will I receive information about the admission? .....	6
1.13	Is it possible to get an early admission?.....	6
2	Visa & Finance Issues.....	6
2.1	Do I need a visa for staying in Germany and what is required for that? .....	6
2.2	Can I enter with a tourist visa and change the status to student visa once I am in Germany? 6	
2.3	Can I find a part-time job at the university or in Schmalkalden?.....	6
2.4	Where and when do I have to pay the semester fees?.....	7
3	Arrival in Germany & Schmalkalden.....	7
3.1	When should I arrive in Schmalkalden? .....	7
3.2	How do I get from the airport to Schmalkalden?.....	7
3.3	How do I find the train station at the airport in Frankfurt? .....	8
3.4	What shall I do when I arrive at the University? .....	8
3.5	What happens when I turn up later and miss the first classes? .....	8
3.6	Where can I get help and advice? .....	9
4	Dormitory & Living Issues.....	9
4.1	When do I have to apply for a room in the university's dormitory?.....	9
4.2	How do I apply for the dormitory?.....	9
4.3	When do I have to decide if I take a room in the dormitory?.....	10

4.4	How do I pay the rental fee for the dormitory?.....	10
4.5	Can I share the room or the apartment with somebody else? .....	10
4.6	What can I do if I don't get along with my roommates?.....	10
4.7	How is the dormitory equipped and is there anything I need to bring with me?.....	11
4.8	Is it possible to get a private room? .....	11
4.9	Is it possible to bring my family and can they live with me?.....	11
4.10	Will I be able to cook on my own? .....	12
4.11	Can I use the water from the kitchen for cooking and drinking?.....	12
4.12	What happens if I lose the key for my room? .....	12
4.13	Can I receive mail in the dormitory and what is my address? .....	12
4.14	How do I access the mailbox for my apartment?.....	13
4.15	How do I get an internet or phone connection in the dormitory? .....	13
5	Courses, Lectures, Exams & Grading System .....	13
5.1	When do the lectures start?.....	13
5.2	When do we have holidays?.....	14
5.3	Which courses are offered? .....	14
5.4	How many courses do I have to take? .....	14
5.5	How long does the Master programme usually take? .....	14
5.6	Where are the classes going to take place? .....	15
5.7	What are the exams like and when do we have to take them?.....	15
5.8	Do I have to register for the exams? .....	15
5.9	Is a withdrawal of exams possible? .....	16
5.10	What happens if I get sick and cannot take the exam? .....	16
5.11	What is the maximum number of failed exams? .....	16
5.12	Which grading system is used? .....	16
6	Library Information .....	17
6.1	Can I use the library?.....	17
6.2	For how long can I borrow the media? .....	17
6.3	What happens if I lose the library card? .....	17
6.4	What happens if I lose a book? .....	17
6.5	What happens if I return media late? .....	17
7	Internet, Printing & Copying.....	17
7.1	Where can I check my emails and do research on the Internet?.....	17
7.2	Where can I make photocopies and print my documents? .....	18
7.3	Where can I get new credit for my printing account at the University?.....	18
7.4	Where can I get new copy cards?.....	18

7.5	Can I print my documents in colour at the University?.....	18
8	General Information about Germany & Schmalkalden.....	18
8.1	Which documents do I have to bring with me? .....	18
8.2	Which documents do I have to fill out after my arrival in Germany? .....	19
8.3	How can I do phone calls?.....	19
8.4	Are there any useful telephone numbers I should know? .....	19
8.5	When do shops open?.....	19
8.6	Where can I go for shopping? .....	20
8.7	Where can I buy stamps and send mail from? .....	20
8.8	Can I use credit cards?.....	20
8.9	Can I have a German bank account? .....	20
8.10	Can I use ATMs and where do I find them? .....	20
8.11	Where can I find an English-speaking travel agent in Schmalkalden? .....	21
8.12	Which trains can I use with the semester ticket included in the semester fee? .....	21
8.13	Where is the best place to buy train tickets?.....	21
8.14	Are student discounts available for train tickets?.....	21
8.15	How is the weather like in Germany through the year? .....	21
8.16	Where can I rent a car? .....	22

## 1 Application, Admission & Programme Information

### 1.1 Am I eligible to apply for the M.A. in International Business and Economics?

You are eligible to apply if you fulfil the following preconditions:

- Outstanding academic degree (Bachelor or equivalent) in
  - Business or
  - Management or
  - Economics or
  - related disciplines
- You should belong to the best 25% of graduates of your degree programme: A confirmative letter from your university would be helpful for us to assess this qualification.
- Proof of English language ability for non-native speakers
  - ToEFL minimum score 79 ibT points or
  - IELTS minimum score 6.5

The application deadline for an intake in October is 15 June every year.

## 1.2 Are there tuition fees?

As the University of Applied Sciences Schmalkalden (UAS) is a public university, there are no tuition fees covered for any studies on our behalf. The only fee you will have to pay with subscription to the UaS is an administrative fee of currently € 95,90 per semester (including a local train ticket in the area of Thuringia). Therefore you should consider expenses of about € 372 for a regular study term of 4 semesters.

Please note it is possible that your home university may charge a tuition fee on its behalf in case you take part in a dual degree programme between your university and the UAS.

## 1.3 Is there any financial support from the University?

As we are a public university scholarships cannot be granted by the university itself.

Living cost and personal expenses (min. € 600) have to be financed on your behalf as well. Please do not rely on the possibility of a part-time job in order to finance your stay here as employment opportunities cannot be guaranteed and are very limited.

If you cannot bear all costs, you may apply for scholarships. For example there are particular programmes offered by the German Academic Exchange Service (DAAD) that can provide scholarships for international students. For further information please check their webpage

[www.daad.de/en](http://www.daad.de/en)

## 1.4 When should I send my application?

You can send your application at any point of time until the 15th of June to apply for the Master's programme starting in October of the same year. Anyway if you are applying via your home university they may have an earlier deadline for internal selection processes.

Please note that there is only one selection process per year, being conducted in June.

The application deadline for an intake in October is 15 June.

## 1.5 Is it possible to apply online?

Yes, please complete the online application. The application deadline for an intake in October is 15 June.

Beside the online application, original documents are required and have to be sent by post additionally. (Please see 7. for information about additional documents)

The documents have to be sent till 15 June to the following address:

University of Applied Sciences Schmalkalden  
Faculty of Business and Economics - Master IBE  
Blechhammer  
D-98574 Schmalkalden  
Germany

## 1.6 When is the deadline for applications?

The deadline for applying to the Master's programme is 15 June in each year.

## 1.7 Which papers do I have to send in order to apply?

After completing the online application, you will be asked to print out a **pdf-file** with your application details to send to us together with the **following documents**:

- Your curriculum vitae
- A copy of your birth certificate or a copy of your passport or identity card
- Officially certified copy (copies) of your university degree(s) and certified translation(s) into English or German
- Your personal essay / motivation letter in English
- One passport photo
- A ToEFL or IELTS certificate

The application deadline for an intake in October is 15 June.

## 1.8 Which information should the personal essay/motivation letter contain?

Generally speaking you should indicate why you wish to study our Master IBE programme in Schmalkalden and how you see your career perspectives and personal development related to this course.

## 1.9 Verifications from which institutions are accepted?

The certification can be produced by your home university or other official notary services, such as the German embassy.

## 1.10 If I don't have all necessary papers for application till 15 June, can I nevertheless send my papers?

In case some of your papers are still missing by the application deadline you can send the application form and all other certificates together with a note stating when you can approximately hand in the missing copies.

## 1.11 Will I get a feedback to my application?

As we receive a lot of applications we cannot give a feedback on your personal one. If you do not receive a notice of acceptance, please accept that you will not be given reasons for that as the University did the selection very carefully and according to the criteria. So if you may not be included in the small group of students in the IBE programme it does not mean you are not good enough, it can just mean that there were students who fit to the criteria in a better way.

Of course you are welcome to apply in future years.

Please note that you have to apply again and send your documents again if you plan to apply for another year!

## 1.12 When will I receive information about the admission?

We will let you know about admission as soon as we have read and evaluated all applications. We usually try to be fast knowing that many of our applicants will need to apply for visa. Due to the numerous applications we kindly ask you for patience and for not asking about the status meanwhile as we will not be able to give you any information till we finished the whole process of selection. Usually you will receive an email notifying you about admission or rejection until the end of July in order to have enough time for the visa application process.

## 1.13 Is it possible to get an early admission?

There is no possibility of having an early admission. Every paper arriving till 15 June will be looked at in the admission process shortly after, so that everybody receives equal chances for a successful application.

## 2 Visa & Finance Issues

### 2.1 Do I need a visa for staying in Germany and what is required for that?

In general you need a student visa if you are having a non-EU nationality.

For more detailed information on that as well on the requirements to get a visa (such as proof of sufficient financial resources and health insurance) please consult the German embassy in your home country. Please note that the process for getting a visa can take some time, so please apply for immediately after receiving your admittance for the Master.

It is useful to apply for a multiple-entry visa so that you will not have to get a new one if you are leaving the country e.g. for visits to your home country in the holidays.

Once you are in Germany you will fill out a form for the local visa office to apply for a title of residence permit for the duration of stay of your studies in Germany. Please note that you have to have a valid visa and certain information for filling out that form such as the way you finance your livelihood (has to be proved e.g. by copy of bank account having at least € 600 for every month you stay in Germany) and also the birth dates and places of your parents.

### 2.2 Can I enter with a tourist visa and change the status to student visa once I am in Germany?

Please note that you always have to enter the country with the correct visa for your purpose. Therefore it is NOT possible to enter as a tourist and change the status once you are here. Please apply for a student visa in your home country immediately once you received the confirmation of acceptance in the Master programme so you can arrive on time in the beginning of October.

### 2.3 Can I find a part-time job at the university or in Schmalkalden?

Although your student visa usually allows a part-time job, please do NOT rely on the possibility of getting an employment to finance your stay here as there is just a very low probability to find an employment here. Anyway living cost in Schmalkalden is very low compared to other cities, so you can probably get along with about € 600 per month (€ 200 dormitory rent, € 70 health insurance, € 10€ internet connection, € 250 food etc. + ... )

If you cannot bear all costs try to apply for a scholarship instead, e.g. with the German Academic Exchange Service DAAD. See their website for further information:

[www.daad.de/en](http://www.daad.de/en)

## 2.4 Where and when do I have to pay the semester fees?

As we know that transfer fees from international bank accounts are very high you can pay the fee for each semester after your arrival in Schmalkalden during the first week. Please be aware you have to pay the semester fee of € 95,90 in cash, as paying with traveller's checks or credit cards is NOT possible at the UaS.

It is strongly recommended to pay the semester fee for the third and fourth semester before you leave for your exchange semester, as you will be exmatriculated from the programme automatically if you don't pay it on time when you are abroad.

## 3 Arrival in Germany & Schmalkalden

### 3.1 When should I arrive in Schmalkalden?

You should arrive in the first days of October before lectures start, but make sure not to arrive on 3 October as it is our national holiday. Your lectures in 2016 will start on Tuesday 4th October. The train connections will be very restricted and the University as well as all shops are closed. If your flight arrives in Frankfurt in the late afternoon or on 3 October make sure you stay in a hotel till you can ensure an arrival in Schmalkalden in the morning or afternoon of following days between 10:00 and 18:00 o'clock.

The participation at the day of orientation and opening is compulsory. The inaugural ceremony will take place on

Tuesday, 4 October, in building C, room 207 at 10:15h.

Therefore please check the official day of arrival and the schedules at our website

[Master of Arts International Business and Economics](http://www.masteribe.de)

Please stick to the announced date and inform your dormitory tutor of your approximate time of arrival in Schmalkalden so that you can be picked up at the train station of the university and taken to your dormitory.

Note that it is not possible to arrive during weekends!

### 3.2 How do I get from the airport to Schmalkalden?

No matter on which airport you are arriving, you may use the train system to get to Schmalkalden. As the University of Applied Sciences has its own train station you will not need a taxi cab for transportation (be aware that taxis are very expensive in Germany!). From Frankfurt you need approximately 4 hours to reach Schmalkalden with a good connection, from Berlin as well, but of course it depends on the timetable of the German Railway "Deutsche Bahn".

You can find information about all connections and prices at the website

[www.bahn.de/en](http://www.bahn.de/en)

For a departure in Frankfurt you may use the train station directly in the airport, just type "FRA" or "Frankfurt Airport" in the field of departure. As destination enter "Schmalkalden Fachhochschule" and make sure you don't arrive at the main station "Schmalkalden".

So do NOT get off at the main station "Schmalkalden" for you would have to walk or take the bus from there to the university. The next station after the main station is the one of the university named "Schmalkalden FACHHOCHSCHULE".

One way from Frankfurt to Schmalkalden costs about 50€, unfortunately student discounts are not available, but if you are travelling in with more than 4 people you may get a group ticket.

### 3.3 How do I find the train station at the airport in Frankfurt?

#### Arriving at Terminal 1

If you arrive in Terminal 1, first pick up any baggage you may have in Arrivals. The way to the railway stations is signposted from here. If your train is due to leave from platforms 1 - 3, make your way to the Regional railway station. If your train leaves from platform 4 - 7, go to the long distance railway station.

#### Arriving at Terminal 2

If you arrive at Terminal 2, leave the Terminal after collecting your luggage by taking the Sky Line to the Airport railway stations. Follow the signs for "Railway Stations via Sky Line". Once you have arrived in Terminal 1, make your way to the Regional railway station if your train leaves from platform 1 - 3 or to the long distance railway station, if your train leaves from platforms 4 - 7. There are signs pointing the way to both railway stations.

### 3.4 What shall I do when I arrive at the University?

It is very important to notify the dormitory tutor about your expected time of arrival at the train station "Schmalkalden Fachhochschule" so you can be picked up there and brought to your dormitory room. If there is nobody awaiting you, please make your way from the station to the international office located in building A (see the [university's map](#)).

Building A is situated on the other side of the railway-crossing, right-hand side of the road you follow downwards from the station. There you will find the international office by entering through the front door and turning left immediately on the ground floor. In the end of the corridor you will find the international office.

Official registration for all students will be on 4 October 2016 in building C, room 207 at 10:15h.

### 3.5 What happens when I turn up later and miss the first classes?

If you arrive after the beginning of classes you are responsible for catching up on all the lost subjects. Missing classes is entirely your responsibility, therefore it is highly recommended to plan your flight schedules accordingly. Please inform us by e-mail about your expected day of arrival.

### 3.6 Where can I get help and advice?

Having any questions about the programme itself or courses in general you may ask Prof. Dr. Schuster or Prof. Dr. Richert, the co-ordinators of the Master's programme and write an [e-mail](#).

Regarding any matters of a course in special you can consult the professor of your course personal or by email.

If you have any problems with visa documents, formalities in Germany, insurances etc. please seek advice in the international office (building A). All problems with dormitory issues please solve with your dormitory tutor.

## 4 Dormitory & Living Issues

### 4.1 When do I have to apply for a room in the university's dormitory?

The application process for the winter semester starts on April 1 of the same year in which you begin your studies.

### 4.2 How do I apply for the dormitory?

Hints for filling in the online application for the dormitory:

- Location of University: As the online application is valid for all universities in Thuringia, please check 'Schmalkalden' in the first field.
- Available choices of our student residence: Please choose from one of our dormitories:  
For accommodation you apply here online:

[https://tl1host.de/SWJ/?lang\\_id=2](https://tl1host.de/SWJ/?lang_id=2)

Please note in the dormitory form the exact day of arrival and departure that the administration of the students' dorm can prepare the contract. A few weeks before the semester starts you will get some more information concerning accommodation, name and email address of a contact person for any further questions etc.

You have the choice between two dormitories:

Blechhammer (9b House I and II) is located on campus. Prices vary from €155 to €206.

Martin-Luther-Ring is located close to the university: 8-10 min. walk by foot. Prices vary from €171 to €218.

In all dormitories, you will find one fully furnished room for your own use with the size of ca. 10-20 m<sup>2</sup>, that is equipped with 1-2 chairs, 1-2 tables, bed, wardrobe and bookshelf. Washing mashines and dryers are available in all dormitories, too.

In Blechhammer as well as in Martin-Luther-Ring, there are 2-4 rooms in one apartment, so that kitchen and bathroom are for shared use with 1-3 roommates. For that you will have to get plates, cutlery, glasses and pots for cooking for your own. All this is offered for sale at the supermarkets. (Single) apartments are very limited.

Almost all rooms in the dormitories are in shared apartments (but single rooms). The number of single apartments is very limited and it cannot be guaranteed in advance if you will get one. If you wish, you can select to share a room (double bedroom).

Of course technical equipment like computers, radio or television you will have to bring on your own if you need them in your room. PCs can be used in the faculty's PC-lab and the library, but nevertheless it is recommendable to bring an own laptop for individual research, presentations etc. Internet access is available at a small extra fee.

Data about the study course ==> Faculty: Please select 'FH Schmalk./Wirtschaftswiss.' (= University of Applied Sciences Schmalkalden/ Faculty of Business and Economics).

Grants: Please leave empty unless you claim a hardship case.

Please note that your accommodation in the dormitory cannot be guaranteed if you don't apply on time.

### 4.3 When do I have to decide if I take a room in the dormitory?

Please note that there is only a limited number of dormitory rooms. This is why you should send the application as soon as you have the letter of acceptance. If a room is offered to you should make the decision as soon as possible and advice the international office about your decision via email

[assist@hs-schmalkalden.de](mailto:assist@hs-schmalkalden.de)

Otherwise the room you are obliged to sign the contract the day after your arrival.

If you want to rent a private apartment you may search one on your behalf whenever you are in Schmalkalden. It is not possible for the University to make contracts for private accommodation or execute an agent activity.

### 4.4 How do I pay the rental fee for the dormitory?

The fee for the first month plus the security deposit for your room (in total a sum of about €450) you have to pay in cash during the first two days of your arrival in the dormitory office, building S (dormitory on the Campus, left part of the house). Don't worry, your tutor will give you all necessary information as well as accompany you for paying the fees and signing the contract.

The following monthly fees you can whether pay in cash at the same office till the 20th of each previous month or via automatic transfers if you are having a German bank account (can be installed e.g. in Deutsche Bank, for students of max. 30 years without fees).

### 4.5 Can I share the room or the apartment with somebody else?

In the dormitory you usually will be accommodated in shared apartments (but single rooms) with 2-4 rooms each. As the space in the dormitories is very limited and there is a long waiting list for rooms usually it is not possible to get an apartment together with one of your mates.

The number of single apartments is very limited and it cannot be guaranteed in advance if you will get one. If you wish, you can select to share a room (double bedroom).

If you are a married couple please ask to the international office, if one of the single apartments is free (of course we can give no guarantee on that):

[assist@hs-schmalkalden.de](mailto:assist@hs-schmalkalden.de)

#### 4.6 What can I do if I don't get along with my roommates?

First of all please try to solve the problems on your own and make arrangements with your mates for living together respectful.

If you are not able to fix the issue on your own please consult the dormitory tutor.

In case you still have troubles after doing that you will have to talk to the dormitory management to get further information.

#### 4.7 How is the dormitory equipped and is there anything I need to bring with me?

In all dormitories, you will find one fully furnished room for your own use with the size of 10-20 m<sup>2</sup>, that is equipped with 1-2 chairs, 1-2 tables, bed, wardrobe and bookshelf.

There are usually 2-4 rooms in one apartment, so that kitchen and bathroom are for shared use with 1-3 roommates. For that you will have to get plates, cutlery, glasses and pots for cooking for your own. All this is offered for sale at the supermarkets.

Of course technical equipment like computers, radio or television you will have to bring on your own if you need them in your room. PCs can be used in the faculty's PC-lab and the library, but nevertheless it is recommendable to bring an own laptop for individual research, presentations etc.

#### 4.8 Is it possible to get a private room?

Most rooms in the dormitory are in shared apartments (with one room of your own). If you want to have a private apartment you may search one on your behalf whenever you are in Schmalkalden as it is not possible for the University to make contracts for private accommodation or execute an agent activity.

Please note that anyway most of the private apartments do not contain furniture and you will have to do contracts for water and electricity supply, phone and internet.

#### 4.9 Is it possible to bring my family and can they live with me?

In case you want to bring your spouse and/or children with you, please note that you have to organise the whole visa process, accommodation and education concerns on your behalf.

If you are a married couple please ask to the international office, you can mark this wish in your online application. Single apartments are very limited but there is the chance that one of the single apartments is free (of course we can give no guarantee on that). For further questions, please contact

[assist@hs-schmalkalden.de](mailto:assist@hs-schmalkalden.de)

There are no full family apartments in the dormitory and the university cannot assist you in searching a private accommodation. In case you are in need of a such you might check the private residential market, for example at the internet.

If you need help or have questions on studying and having a baby, the university is happy to assist:

## Family Support

The university has excellent childcare facilities:

<http://www.fh-schmalkalden.de/Kinderbetreuung.html>

Concerning visa issues please contact the German embassy in your country.

### 4.10 Will I be able to cook on my own?

Having a shared kitchen of course you can and probably have to prepare food in your apartment. During the week from Monday till Friday it is also possible to have breakfast and lunch in our large cafeteria called Mensa, where you can choose between several meals. The daily menu ("Speisepplan") can be found [here](#) (in German).

The Mensa opens from 7 a.m. - 2 p.m from Monday till Friday. (On Fridays, it closes at 1.30 p.m.)

Furthermore, our smaller Cafeteria (located directly next to the Mensa) opens from 10 a.m. - 7 p.m. from Monday till Thursday. So you could have some snacks or meals there if you like. In addition to that you can find several restaurants (one famous fast food restaurant right next to the campus) or downtown that open usually till 10 or at latest 11 p.m.

### 4.11 Can I use the water from the kitchen for cooking and drinking?

Everywhere in Germany the water you will find has good quality so that you can use the water from the tap for cooking as well as drinking.

In Schmalkalden the water is having even a higher quality than in huger cities for it is located in the mountains where several water springs are having their origin. For this reason you can even find a popular beverage manufacturer in Schmalkalden.

### 4.12 What happens if I lose the key for my room?

As you have a key that opens the main door of the dormitory, accesses you to the washing machines, storage room for bicycles, a fitness room, the main door of your apartment as well as your own room, many locks would needed to be changed in case you lose your key. Right now the cost for doing that is € 800, so please take care!

### 4.13 Can I receive mail in the dormitory and what is my address?

No matter if you are staying in the dormitory at the campus or in Martin-Luther-Ring you will have access to a mailbox (whether shared with your roommates or for yourself). For receiving mail it is necessary to put your name to the plate of the mailbox!

If you are expecting any packages you will have to be present in your apartment to receive it personally, so please make sure you are at home when you are expecting something. In case you are not there, the mail service (such as DHL, Hermes, UPS etc.) will leave you a notice when they come back or where you can pick up your package.

It may happen that a package that is send to you from a non-EU country will be checked for customs and may arrive later or you'd have to pick it up in a custom's office. So please take that into account if you need to receive something at a certain time. Please note that the value limit for not paying

customs of packages from abroad is € 50.00. In case you receive mail with a declared value above € 50.00 or without a declared value at all you may have to pick it up in the custom's office in Suhl and pay the customs for the contained objects in case.

- If you are living in the dormitory at the campus your mail has to have the following address:

<FIRST NAME AND FAMILY NAME(S)>, Blechhammer 9b, <BUILDING NR 1/2>  
<APARTMENT NR> <ROOM NR 1/2/3>, 98574 Schmalkalden, Germany

Example: Peter Schmidt, Blechhammer 9b, 2 201 3, 98574 Schmalkalden, Germany

- If you are living in the dormitory at Martin-Luther-Ring your mail has to have the following address:

<FIRST NAME AND FAMILY NAME(S)>, Martin-Luther-Ring 38, <APARTMENT NR>  
<ROOM NR 1/2/3>, 98574 Schmalkalden, Germany

Example: Peter Schmidt, Martin-Luther-Ring 38, 601 2, 98574 Schmalkalden, Germany

#### 4.14 How do I access the mailbox for my apartment?

Usually there is one key in the apartment for the mailbox, so whether you or one of your roommates have to pick up the mail every day. Please make sure that you can access the mailbox during holidays because your mates may go home for some days or weeks, so find an arrangement for the key of the mailbox before departure.

If you have the key, please take care of it and don't lose it. Otherwise you will be charged for installing a new lock for the mailbox.

#### 4.15 How do I get an internet or phone connection in the dormitory?

If you want to have access to internet or a landline phone in your room, please contact a tutor of the international office. They will handout you a contract which you have to sign and at the same time you should pay usually the fee for the first 5 months. After doing that it may take up to a week till you get your connection, but as soon as the company installed your connection you have access to a high-speed internet via LAN. For that you have to get a LAN-cable (e.g. in the shop of "Thorwarth") and install the connection at your PC. You will just have to change some settings in the TCP/IP protocol, but in case you don't know how to do that, please ask a tutor or some other students that may help you doing that.

## 5 Courses, Lectures, Exams & Grading System

### 5.1 When do the lectures start?

Usually lectures in the winter semester start in the first week of October, shortly after the national holiday on 3rd. In 2015, your lectures will start on Monday, 5 October. For more detailed information please see the updated information on the website of the Master programme, where you will find a link for a schedule of the current semester:

[Master of Arts International Business and Economics](#)

As well you can have a look at the university's website:

[www.fh-schmalkalden.de/en/Deadlines+and+Dates](http://www.fh-schmalkalden.de/en/Deadlines+and+Dates)

## 5.2 When do we have holidays?

In general you have free time for the national holidays in the region of Thuringia and Germany and for Christmas time. For further information please check updated information on the website of the UAS or the Master programme:

[Master of Arts International Business and Economics](#)

[www.fh-schmalkalden.de/en/Deadlines+and+Dates](http://www.fh-schmalkalden.de/en/Deadlines+and+Dates)

## 5.3 Which courses are offered?

The overview of all courses offered in the Master IBE can be found on our website in the section of curriculum:

[Course Information](#)

Each course's description can be viewed by clicking on the respective subject's link.

## 5.4 How many courses do I have to take?

In general you have to earn at least 55 ECTS credit points during your two semesters in Schmalkalden; we recommend to take 60 ECTS credit points in Schmalkalden during your first two semesters; you can earn 70 ECTS credit points at maximum during these two semesters in Schmalkalden.

Please note that you have to earn a **minimum of 24 ECTS credit points in your first semester**. Otherwise, we are not able to offer you to spend your third semester abroad!

At the partner university (during your third semester) you will take courses equivalent to 20-35 ECTS credit points. Master Thesis and Oral Thesis Examination, also called 'Colloquium' (which is the defence of your thesis), will complete your ECTS credit points with the last 3 credits to a total sum of 120 ECTS credit points for the whole programme. Please see No. 43 (next paragraph about an overview of our recommendation)

## 5.5 How long does the Master programme usually take?

The first two semesters take place in Schmalkalden, whereas the third semester you can either study at UaS or at a partner university abroad. In the fourth semester the Master Thesis has to be written under consultation of a professor from Schmalkalden. Yet, the thesis does not necessarily need to be written in Schmalkalden. Please seek advice of a possible supervisor during your first two semesters in Schmalkalden. The Master programme concludes with an Oral Thesis examination which takes place at UaS.

Preferably, the oral examination should take place until the end of June, in order to earn the degree in time for the annual Master graduation.

We recommend the following:

Semester	Location of Study	Contents	Duration of Examination(s)	ECTS Credit Points
1	Schmalkalden	Courses	Exams: 90 min. each	ca. $\Sigma 30^*$
2	Schmalkalden	Courses	Exams: 90 min. each	ca. $\Sigma 30$
3	Partner university abroad	Courses	Exams [subject to partner university]	ca. $\Sigma 30$
4	[Student's choice] Schmalkalden	Master Thesis	20 weeks	27
		Oral Thesis Examination	45 min	3
<b>Total</b>				<b><math>\Sigma 120</math></b>

**\*Important note:**

In order to spend your third semester abroad, you need to reach a **minimum of 24 ECTS in your first semester!**

## 5.6 Where are the classes going to take place?

Usually all classes take place in building C, the red brick-stone building opposite the international office.

The building where a class takes place is indicated at the weekly schedule of courses, e.g. "C 207" means that the classroom is in the second floor of building C.

## 5.7 What are the exams like and when do we have to take them?

Exams in winter semesters usually take place in January.

The exam period in the summer semester lasts three weeks as well and usually exams are taken during the last weeks of July.

Obligatory online registration is necessary usually about 5 weeks before, but please see the information at the blackboards and university's website for further information.

The exams themselves usually consist of non-multiple-choice questions where you have to explain, interpret or evaluate an issue. Multiple-choice questions are possible in general, but won't exceed a quota of 20% in the whole exam.

Some professors require a study paper, group work or presentation during the lectures from all students that may have a quota of maximum 20% of the whole grade. Please be aware that this issue depends on the professor and the topic, so you will have individual requirements in your classes to which you may pay attention to.

## 5.8 Do I have to register for the exams?

Yes, it is necessary to [register online](#) at the certain time that is published at the blackboards and the internet if you want to take exams.

Be aware: if you miss that period of registration you will NOT be able to take any exam! As well you are not able to take part in your exams if you signed in for wrong ones.

## 5.9 Is a withdrawal of exams possible?

A withdrawal is possible till 3 labour days (Monday - Saturday) before the exam takes place. That means if your exam is on a Monday you will have to withdraw at latest on Wednesday morning of the previous week in the students' office of faculty of business and economics. Withdrawal can be done online.

A cancellation after that is only possible if you get sick (a receipt from the doctor is required as proof).

## 5.10 What happens if I get sick and cannot take the exam?

Of course you don't have to take the exam if you are seriously ill. For that you have to go to a doctor and hand in a receipt to the students' office of our faculty as soon as possible for proving your sickness. The exam will not count as failed, but of course you have to make sure taking enough ECTS during your two semesters in Schmalkalden. It is not possible to cancel an exam when already started. You are allowed to leave before if you go to a doctor right afterwards, but if you leave after the handout of exam papers it will count as a failed exam.

## 5.11 What is the maximum number of failed exams?

You can fail courses (i.e. get a grade of 5.0) with not more than 28 ECTS credit points in total. If you fail in exams making up more you will be ex-matriculated automatically and not allowed to keep on studying in our programme.

## 5.12 Which grading system is used?

We are using grades according to the regular German grading system from 1 till 5.

1= Very Good (outstanding)

2= Good (excelling the average requirements)

3= Satisfactory (equalling the average requirements)

4= Sufficient (still meeting the minimum requirements)

5= Fail (not meeting the minimum requirements)

For differentiation grades can be adapted to full scale:

1.0 1.3 1.7 2.0 2.3 2.7 3.0 3.3 3.7 4.0 5.0 (0.7 4.3 4.7 and 5.3 don't exist)

The minimum requirement as well for each course as for both the Master Thesis and the Oral Thesis examination is 4.0.

## 6 Library Information

### 6.1 Can I use the library?

Of course you can use our library on the campus, where you will also find a certain amount of English books. In the first days after your arrival you will have a guided tour through the library explaining the search system in use to find books as well as showing you the available rooms for studying and presentations. With your THOSKA card (Student ID) you have full access to the building and you are allowed to borrow the literature you want.

Please note that it is not allowed to take bags, jackets or food into the library (for that you can use the lockers with a deposit of 1 €) and cell phones have to be switched off during your stay there. Laptops are allowed to be taken inside, but they have to stay in silent mode and be registered at the counter. As well other books that you are taking inside have to be registered and shown while entering and leaving the building.

### 6.2 For how long can I borrow the media?

You are allowed to keep books for 28 days and journal for 14 days first. If you want to keep it longer, you have two options of prolongation:

Whether you prolong it via your personal account at the library (introduced to you in the library tour) or you present the media at the counter and ask the personnel for prolongation. Note: this is only possible if the borrowed media has no reservation by another person. If it has any reservation you have to return it by the announced date.

### 6.3 What happens if I lose the library card?

If you lose the library card you will have to pay a fee of 10 € for getting a new one. Just let the advising personnel in the library know so they will supply a new identity card for you. If you lose your Thoska card you have to pay 10 € in order to get a new one from Thoska office in building A.

### 6.4 What happens if I lose a book?

If you lose a book unfortunately you have to pay for the book itself plus an extra fee for the process of integrating it into the library system with codes etc.

### 6.5 What happens if I return media late?

In case you return your borrowed media late you will receive an admonition letter by the library to remind you. For each day you keep the media without prolongation you have to pay a certain fee per item. The more time you keep it the more you will have to pay per additional day. So it is best whether to prolong it on time or bring it back as soon as possible after your borrowing time limit.

## 7 Internet, Printing & Copying

### 7.1 Where can I check my emails and do research on the Internet?

Whenever there are no lectures in the computer room of building C you can use the capacities for internet, researches and using the installed programmes. For that you will need your personal

account (FHS-ID and password). The data you will receive in a letter by the university and you will be advised to initialize it.

If you are bringing a laptop with WLAN you can use the network of the university on the whole campus, in and outside all buildings except of the dormitories. For that an initialization is necessary, which can be installed in the first weeks after your arrival by the IT administrator of our faculty. You may use the instruction manual to install and set up the connection.

[wiki.rz.fh-schmalkalden.de](http://wiki.rz.fh-schmalkalden.de)

Additionally, you have the opportunity to get an internet connection in your room in the dormitory both of the campus and of Martin-Luther-Ring for 10€ monthly charge. You just have to make a contract for the duration of your stay and get a LAN cable. With that flat rate you have no limits of time or volume of the connection.

## 7.2 Where can I make photocopies and print my documents?

You can do both copying and printing at the faculty. For printing you can use the capacities in the computer room C 106 and print your documents for 5 ct. per page b/w.

There is a copy machine in the library which can be used with copy cards purchased at "Buch & Druck" copy and book shop for 5€ = 100 copies. The "Buch & Druck" copy and book shop is located at the opposite site of the street to the university (leave building C and go straight ahead and cross the street at the traffic light)

## 7.3 Where can I get new credit for my printing account at the University?

If you want to increase your credit of your account to print in room C 106, just consult Mr. Möller/Mrs. Dellit in room C 316 and pay in cash by how much you want to expand your credit.

## 7.4 Where can I get new copy cards?

New copy cards can be purchased at the automates in the bookstore "Buch and Druck".

## 7.5 Can I print my documents in colour at the University?

At the university's printer in the computer room C 106 you can print your documents in b/w. If you want to have coloured copies you can print them at the book and copy shop "Buch & Druck" just at the opposite site of the street to the university (leave building C and go straight ahead and cross the street at the traffic light).

# 8 General Information about Germany & Schmalkalden

## 8.1 Which documents do I have to bring with me?

For issues of the university and the visa process you will have to bring the following documents with you:

- Passport that is valid for at least one year (duration of your stay in Germany)
- Student visa

- Financial statement (that states you are having at least €8000 per year of your stay in Germany) e.g. copy of your or your parents' bank account
- Copy of your (travel) health insurance (make sure it is covering surgeries etc. to a high amount since staying in hospitals in Germany is very expensive)
- Passport photo

Please note that it is mandatory to contract a German health insurance at the orientation day. The cost per month is about 70 € for students.

## 8.2 Which documents do I have to fill out after my arrival in Germany?

The International Office will assist you in filling forms.

For your registration in Schmalkalden you have to fill out a form of the municipal office that includes your address in Schmalkalden.

As well you have to fill out a form for the visa transmit for that you will need information about your previous stays in Germany as well as the birth dates of your parents.

For the university you just have to sign an internet obligation and the THOSKA student card and/or library registration.

German health insurance will be contracted during your first days at the university with the help of a tutor.

As all of these documents are just available in German you will be advised by the International Office for filling them out.

## 8.3 How can I do phone calls?

First you have the possibility to use a public phone at the university (dormitory Blechhammer, ground floor (several can be found downtown) usually used with coins.

German SIM cards can be purchased in nearly any local supermarket.

## 8.4 Are there any useful telephone numbers I should know?

International Office 03683 688 1010

Police 110

Fire/Ambulance 112

Operator 11834 (international)

## 8.5 When do shops open?

Supermarkets like Aldi, Rewe, Edeka, Kaufland and Lidl usually open at 8 am in the morning and close at 8 pm. Other shops downtown may open later and close earlier like 6 or 7 pm during the week. Rewe and Kaufland supermarkets are open until 10 pm on weekdays. On Saturday usually there are restricted opening hours for those as well, so that some may close at 2 or 4 pm.

Please note that as well supermarkets as all other shops are closed during Sundays and National Holidays! You may just find restaurants, cafés and gas stations opened.

## 8.6 Where can I go for shopping?

One of the town's main supermarket is called REWE and lies halfway between the university and the town centre. Two other supermarkets called ALDI and EDEKA are just across the street from campus. KAUFLAND is another large supermarket and is located "behind" the town centre coming from campus. In the town itself there are a couple of bookshops, bakeries, drug stores, clothing shops and a post office. Anything of a medical nature, including painkillers can only be bought at a pharmacy, called "Apotheke". There are two near REWE and one in the town centre. If you wish to buy souvenirs and have a greater variety of shops you would be best advised to do this on weekend trips e.g. to Erfurt, Weimar, Berlin, Dresden etc.

## 8.7 Where can I buy stamps and send mail from?

In Germany stamps normally can only be bought at an office of "Deutsche Post", one office is located in EDEKA supermarket next to ALDI supermarket, another Post office is in the town centre. All mail you have to send can also be brought to one of their offices.

## 8.8 Can I use credit cards?

In general the use of credit cards in Germany is possible.

Most of the shops accept debit cards like Maestro and in some it is also possible to pay with credit cards, but not in every one. As well in most restaurants, especially local ones, it is unusual or not possible to pay with credit or debit cards.

While entering a shop you may find signs on the door to let you know which methods of payment are accepted (Maestro / VISA / Master...).

If not please ask the personnel before ordering something!

For that please make sure you are always carrying enough cash with you if you go out.

## 8.9 Can I have a German bank account?

As a student till 30 years you have the opportunity for a bank account without service charges. If you wish a tutor will take you to the Deutsche Bank in Schmalkalden and organise the necessary formalities with you. More or less a week after that you will receive your debit card and you can use online banking.

Please don't forget to cancel your contract when you are leaving Germany in the end of your studies.

## 8.10 Can I use ATMs and where do I find them?

As long as you have a Visa or MasterCard you can get money from cash machines in the major banks, such as Sparkasse, Deutsche Bank and Volksbank.

One cash machine of Sparkasse is just across the street of the university near Edeka and Aldi. Other ATMs you can find downtown.

Please be aware that you will be charged for using a credit or debit card of a foreign country.

For that you may consider to open an account at a German bank so you don't face these charges during your studies in Germany.

### 8.11 Where can I find an English-speaking travel agent in Schmalkalden?

For example: Reisebüro Anschütz, Lutherplatz 13 (near Maykels) has English-speaking staff that will be able to help you to plan trips and book tickets.

### 8.12 Which trains can I use with the semester ticket included in the semester fee?

The ticket included in your semester fee is valid only in the federal state of Thuringia and allows you to use any kind of regional trains like RE (regional express) and STB (Südthüringen Bahn). It does NOT include IC (inter city) or ICE (inter city express) trains neither trains outside of Thuringia.

### 8.13 Where is the best place to buy train tickets?

Buying train tickets in advance is possible via internet or by buying them in an office of Deutsche Bahn.

In Schmalkalden you can buy your tickets in the travel agency "Das Reisebüro", Judengasse 5, 98574 Schmalkalden, which is located at the central bus station.

To plan your journeys in advance and booking tickets please visit the German Railway's page <http://www.bahn.de/international/view/en/index.shtml>

Please note that for buying the tickets online you should possess an own credit card or a German debit card (e.g. Deutsche Bank, Sparkasse...), which you have to take with you during the trip for reasons of validation!

### 8.14 Are student discounts available for train tickets?

Unfortunately Deutsche Bahn does not offer student discounts.

But if you are travelling in a group of at least five persons you may get a group ticket.

Additionally you can consider to buy a BahnCard which allows you to get a reduced price for every ticket. You can access the application for BahnCard online or fill out a form at central train stations like in Frankfurt, Eisenach etc.

### 8.15 How is the weather like in Germany through the year?

As Schmalkalden is situated in the centre of Germany near the mountains of the Thuringian Forest it has a quite broad variety in climate.

In general Germany has an average of 9°C throughout the year with quite frequent rain.

In Schmalkalden winter temperatures can easily reach -10°C or below, especially in the nights, as well snowfalls are usual from November till the end of March.

From the end of March and throughout April weather changes to spring climate with higher temperatures by daytime, but still having temperatures around 0°C in the nights.

From May onwards it is getting warmer till July and August, where usually the highest temperatures around 36°C are reached. But please be aware that anyway the nights can still be quite cold.

In the end of September weather turns to autumn being more rainy and having sinking temperatures. So do not forget an umbrella and warm clothes!

For current information on the weather in Schmalkalden see for example here.

## 8.16 Where can I rent a car?

Avis (in Meiningen, tel. 03693 506123, [www.avis.com](http://www.avis.com))

Sixt (in Suhl, tel. 03681 709996, [www.sixt.de](http://www.sixt.de))