**Kiel University**

**Faculty of Business, Economics and Social Sciences**

**Institute of Business Administration**

**Student Exchange Program**

**Fact Sheet 2018/19**



Foto: Horst Brix / Uni Kiel

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| **University and Institute** | | |
| **University** | Kiel University | |
| **Website** | <http://www.uni-kiel.de> | |
| **Address** | Christian-Albrechts-Platz 4  24118 Kiel  Germany | |
| **Institute** | Institute of Business Administration | |
| **Website** | <http://www.institut.bwl.uni-kiel.de/de> | |
| **Address** | Westring 425  24118 Kiel  Germany | |
| **Contact** | | |
|  | Person | Contact Data |
| **International Center**  Kiel University  24098 Kiel  Germany | **Veronika Langner**  Admission and Enrollment of International Students | phone: +49 431 880-3718  fax: +49 431 880-1666  [vlangner@uv.uni-kiel.de](mailto:vlangner@uv.uni-kiel.de) |
| **Jan Bensien**  Advisor to International Students | phone: +49 431 880-3716  fax: +49 431 880-1666  [jbensien@uv.uni-kiel.de](mailto:jbensien@uv.uni-kiel.de) |
| **Institute of**  **Business Administration**  Kiel University  Westring 425  24118 Kiel  Germany | **Daniel Laufs, Ms.c.**  Departmental Coordinator of International Exchange Relations at the Institute of Business Administration  Incoming & Outgoing Students | phone: + 49 431 880-1543  fax: + 49 431 880-1166  [exchange@bwl.uni-kiel.de](mailto:exchange@bwl.uni-kiel.de) |
|  | **Prof. Dr. Carsten Schultz**  *Professor for* Director of  International Exchange Relations at the Institute of Business Administration | phone: [+49 431 880-1542](tel:+49%20431%20880-1542)  fax: [+49 431 880-1166](tel:+49%20431%20880-1166)  [schultz@bwl.uni-kiel.de](mailto:schultz@bwl.uni-kiel.de) |

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| **Schedule** | | |
|  | Winter Term 2018/2019 | Summer Term 2019 |
| Application Deadlines for Exchange Students | April 15th 2018  (nomination until March 31th) | November 15th 2019  (nomination until October 31th) |
| Beginning of Classes | October 17th 2018 | April 3th 2019 |
| Exam Period | First exam period in February  Second exam period in March/April | First exam period in July  Second exam period in October |
| Vacation | February - March;  Dec. 22, 2018 – Jan. 04, 2019 | August - September |
| Orientation Program | Variable; for current information check the website of our [International Center](http://www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program?set_language=en) | Variable; for current information check the website of our [International Center](http://www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program?set_language=en) |

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| **Academic Information** | |
| Course Information /Syllabus | Courses are published on the website "UnivIS" under the heading "Vorlesungsverzeichnis", information available a few weeks before the start of the semester.  An overview of the courses in Business Administration can be found on  [www.erasmus.bwl.uni-kiel.de/de/](http://www.erasmus.bwl.uni-kiel.de/de/) and on the websites of the different chairs. |
| Course Selection/Procedure | *Lectures*: free admission  *Seminars*: because of a limited number of participants it is necessary to apply for a seminar at the end of the preceding semester. Further information about these application processes can be found on the website of each chair.  The course load is 3-6 courses with 2 hours of instruction per week each. |
| Language of Instruction | German and English |
| Credits | Most courses offer 5 ECTS Credits.  One credit generally corresponds to 25-30 hours of workload.  For more information about the ECT-System visit the website of the [European Commission](http://ec.europa.eu/education/tools/ects_en.htm). |
| Language Courses | German courses during the semester  [www.lektorat-daf.uni-kiel.de/en](http://www.lektorat-daf.uni-kiel.de/en)  German Prep courses for basic, intermediate and advance level in September  [www.international.uni-kiel.de/en/summer-courses-in-kiel/preparation-course?set\_language=en](http://www.international.uni-kiel.de/en/summer-courses-in-kiel/preparation-course?set_language=en) |

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| **Nomination and Application** | |
| Nomination | Nomination by home university (for deadlines see “Schedule”) |
| Application for students in the Erasmus program | The application process for Erasmus Incomings is coordinated by our International Centre. For more information please check the website [Admission for ERASMUS Incomings](http://www.international.uni-kiel.de/en/application-admission/application-admission/erasmus-incoming?set_language=en). |
| Application Documents for students in bilateral agreements | For the application deadlines please see “Schedule”.  Documents:   * [Application form](http://www.international.uni-kiel.de/en/application-admission/application-admission/files/application-form-scholarship-holders.pdf) * Curriculum vitae, including a complete overview of the applicant’s education * Verification of proficiency in German language (if available) * Copy of passport/ID-card, showing your name and picture * University transcripts including a list of subjects and grades (if available) * Letter of motivation   (to process your application, we need copies and translations of these documents; for information visit the website of our [International center](http://www.international.uni-kiel.de/en/application-admission/application-admission/exchange-student)) |
| Address for application documents  *(for exchange students of the Institute of Business Administration)* | Please send the application documents to:  **Daniel Laufs**  **Institute of Business Administration**  **Kiel University**  **Westring 425, R. 213 Office hours**: Every Tuesday, 10 a.m. to 12 p.m  **24118 Kiel**  **GERMANY**  or send an email with a pdf. file to: **exchange@bwl.uni-kiel.de** |
| Type of Agreement | International Student Exchange |
| Number of Seats | 2 or 3 per partner university (depending on the agreement) |
| Level/Courses/Programs offered | * Undergraduate * Graduate |
| Language Assessment | Not requested |

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| **Visa** | |
| Student Visa | Compulsory, for more information please check  <http://www.international.uni-kiel.de/en/advising-activities-services/service-information/visa?set_language=en> or contact the [Departmental Coordinator](mailto:exchange@bwl.uni-kiel.de). |



Foto: Jürgen Haacks / Uni Kiel

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| **Life and Accommodation** | |
| Approximate living costs | Residence and meal plans vary according to student’s needs.  *Per month:*  *Accommodation: 200-300 €*  *Food, Clothes, etc.: 320 €*  *Study expenses: 90 €*  *Public Transport: 20 €*  *Insurance: 60 €*  *-----------*  ***Total: 690-790 EUR*** |
| Accommodation | A possibility of staying in Kiel is in the dormitories of the *Studentenwerk SH* (the Studentenwerke provide public services for the economic, social, medical and cultural support for students in German universities).    <http://www.international.uni-kiel.de/en/advising-activities-services/serviceinformation/accomodation-in-kiel?set_language=en>  If staying in one of the dormitories of the Studentenwerk SH is wished please contact the [Departmental Coordinator](mailto:exchange@bwl.uni-kiel.de) of the Institute of Business Administration or contact the [Studentenwerk SH](http://www.studentenwerk.sh/en/accommodation/index.html) directly as soon as possible.  Information about private accommodation in Kiel:  [www.wg-gesucht.de](http://www.wg-gesucht.de/)  [www.zwischenmiete.de](http://www.zwischenmiete.de)  [www.wohnungsboerse.net/mieten/Kiel/wohnungen-mietwohnungen](http://www.wohnungsboerse.net/mieten/Kiel/wohnungen-mietwohnungen)  www.nestoria.de/wohnung/mieten/kiel  www.immobilio.de  [www.wg-liste.de](http://www.wg-liste.de)  www.wg-spion.de/in/kiel  www.immoki.de  [www.studenten-wg.de](http://www.studenten-wg.de)  Hostels in Kiel  <http://www.cityhostel-kiel.de/>  <http://www.jugendherberge.de/en/youth-hostels/kiel531/portrait>  <http://www.peanuts-hostel.de/> |
| Arrival-Service | The *Studentenwerk SH* offers a free Arrival-Service for all international students who will live in one of the dormitories of *Studentenwerk SH*.  For more information check the link below:  [http://www.studentenwerk.sh/en/international/ arrival-service/index.html](http://www.studentenwerk.sh/en/international/arrival-service/index.html)  Offers for individual help and tutors can be found here:  <http://www.international.uni-kiel.de/en/advising-activities-services/advising/tutors-for-students?set_language=en>  <http://www.international.uni-kiel.de/en/advising-activities-services/advising/study-buddy-programme> |
| National health insurance | You can chose between private and statutory (public) health insurance carriers and companies in Germany.  Please check the Website of the International Center for further Information:  <http://www.international.uni-kiel.de/en/advising-activities-services/service-information/health-insurance> |

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| **Student Service** | |
| More Service and Information | Advising  <http://www.international.uni-kiel.de/en/advising-activities-services/advising>  Activities and Events for Exchange Students:  <http://www.international.uni-kiel.de/en/advising-activities-services/activities-events>  Service and information  <http://www.international.uni-kiel.de/en/advising-activities-services/service-information>  Step by Step – predeparture information for studying in Kiel  <http://www.international.uni-kiel.de/en/advising-activities-services/files/step-by-step.pdf>  Information on Legal Requirements for the Entry and Residence of Foreign Students, Academics and Scientists  <http://www.international.uni-kiel.de/en/advising-activities-services/service-information/visa/files-visa-and-residency/infosheet-entry-and-residence.pdf> |
| Campus Facilities | Canteen:  <http://www.studentenwerk.sh/de/essen/standorte/kiel/index.html>  University Library and Institute library, for borrowing publication from both libraries, a library card is required. <http://www.ub.uni-kiel.de/>  Not on the campus but easily accessible is the German National Library of Economics (ZBW). With a stock of over 4 million books this library is the biggest economic and business administration library throughout the world: <http://www.zbw-kiel.de>  Computer Laboratory:  <https://www.rz.uni-kiel.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=163>  Free Wi-Fi on the Campus:  <https://www.rz.uni-kiel.de/de/angebote/wlan/wlan>  University Sports:  <http://www.sportzentrum.uni-kiel.de/de>  Student Representatives:  <http://www.fswisokiel.de/>  The International Center of Kiel University offers a variety of activities and events for international students:  <http://www.international.uni-kiel.de/en/summer-courses-in-kiel?set_language=en>  Study Buddy Program:  <http://www.studentenwerk.sh/en/international/study-buddy-programm296/index.html>  Student Associations:  <http://www.uni-kiel.de/stud/vereinigungen-liste-e.shtml>  Music Ensembles:  <http://www.uni-kiel.de/campus/musikensembles.shtml> |