

Student Exchange Program Fact Sheet 2018/19



Foto: Horst Brix / Uni Kiel

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
	Jan Bensien Advisor to International Students	phone: +49 431 880-3716 fax: +49 431 880-1666 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
	Prof. Dr. Carsten Schultz <i>Professor for</i> Director of International Exchange Relations at the Institute of Business Administration	phone: +49 431 880-1542 fax: +49 431 880-1166 schultz@bwl.uni-kiel.de

Schedule		
	Winter Term 2018/2019	Summer Term 2019
Application Deadlines for Exchange Students	April 15 th 2018 (nomination until March 31 th)	November 15 th 2019 (nomination until October 31 th)
Beginning of Classes	October 17 th 2018	April 3 th 2019
Exam Period	<u>First exam period</u> in February <u>Second exam period</u> in March/April	<u>First exam period</u> in July <u>Second exam period</u> 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	Variable; for current information check the website of our International Center

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/ and on the websites of the different chairs.
Course Selection/Procedure	<u>Lectures</u> : free admission <u>Seminars</u> : 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 .
Language Courses	German courses during the semester 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

Nomination and Application	
Nomination	Nomination by home university (for deadlines see "Schedule")
Application for students in the Erasmus program	The application process for Erasmus Incoming is coordinated by our International Centre. For more information please check the website Admission for ERASMUS Incoming .
Application Documents for students in bilateral agreements	<p>For the application deadlines please see "Schedule".</p> <p>Documents:</p> <ul style="list-style-type: none"> ▪ Application form ▪ 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 <p>(to process your application, we need copies and translations of these documents; for information visit the website of our International center)</p>
Address for application documents <i>(for exchange students of the Institute of Business Administration)</i>	<p>Please send the application documents to:</p> <p>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</p> <p>or send an email with a pdf. file to: exchange@bwl.uni-kiel.de</p>
Type of Agreement	International Student Exchange
Number of Seats	2 or 3 per partner university (depending on the agreement)
Level/Courses/Programs offered	<ul style="list-style-type: none"> ▪ Undergraduate ▪ Graduate
Language Assessment	Not requested

Visa	
Student Visa	<p>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.</p>



Life and Accommodation

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

Student Service

<p>More Service and Information</p>	<p>Advising http://www.international.uni-kiel.de/en/advising-activities-services/advising</p> <p>Activities and Events for Exchange Students: http://www.international.uni-kiel.de/en/advising-activities-services/activities-events</p> <p>Service and information http://www.international.uni-kiel.de/en/advising-activities-services/service-information</p> <p>Step by Step – predeparture information for studying in Kiel http://www.international.uni-kiel.de/en/advising-activities-services/files/step-by-step.pdf</p> <p>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</p>
<p>Campus Facilities</p>	<p>Canteen: http://www.studentenwerk.sh/de/essen/standorte/kiel/index.html</p> <p>University Library and Institute library, for borrowing publication from both libraries, a library card is required. http://www.ub.uni-kiel.de/</p> <p>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</p> <p>Computer Laboratory: https://www.rz.uni-kiel.de/otrs/public.pl?Action=PublicFAQZoom;ItemID=163</p> <p>Free Wi-Fi on the Campus: https://www.rz.uni-kiel.de/de/angebote/wlan/wlan</p> <p>University Sports: http://www.sportzentrum.uni-kiel.de/de</p> <p>Student Representatives: http://www.fswisokiel.de/</p> <p>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</p> <p>Study Buddy Program: http://www.studentenwerk.sh/en/international/study-buddy-programm296/index.html</p> <p>Student Associations: http://www.uni-kiel.de/stud/vereinigungen-liste-e.shtml</p> <p>Music Ensembles: http://www.uni-kiel.de/campus/musikensembles.shtml</p>