



INTERNATIONAL
SCHOOL OF MANAGEMENT



INTERNATIONAL SCHOOL OF MANAGEMENT

Information Guide for
International Students

ISM Frankfurt am Main

WILLKOMMEN AN DER ISM!



We are happy to have you here
and hope your time with us will be
a most rewarding and fun experience for you!

This guide gives you an overview of what you need to know for your
stay at the ISM Frankfurt.

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DEAR STUDENT,

Thank you very much for your interest in the International School of Management (ISM) Frankfurt. We are a private, state recognized university of applied sciences which provides students with practical and career focused education.

This studyguide has been designed not only for students who take part in the Erasmus/ Socrates -or any other- exchange program, but also for independent study abroad students. We want to offer you an interesting, successful and memorable study abroad program in Germany and hope that you will settle down well in Frankfurt and integrate into the ISM community. This studyguide will provide you with helpful information on the academic program as well as general information on the ISM and the city of Frankfurt.

When applying to the ISM please make sure that you meet all deadlines. Applications received after the official deadline cannot be accepted. Even though we are aware of the mail service not being always reliable, each student is still responsible for submitting all necessary application forms on time.

On the Intranet of the ISM (<http://www.ism-net.de>) you find information about courses, extra curricular activities, addresses of students etc. Full access to the ISM-Net will be given to you after receiving your application form and contact details. If you, however, want to have a look at it before, you can gain restricted accessibility. We also invite you to visit our official homepage at <http://www.ism.de>.

Please feel free to contact us personally whenever you want. We look forward to meeting you at the ISM!

Your ISM - International Office Team

Head of International Office:	Gertrud Schink
Dortmund Outgoing:	Christina Holthaus & Friederike Klemt
Dortmund Incoming:	Magdalene Lindemann
Hamburg Outgoing & Incoming:	Carolin Krabs
Frankfurt Outgoing & Incoming:	Kathrin Ackermann
Munich Outgoing & Incoming:	Amelie Bauer

1 INTERNATIONAL OFFICE

CONTACT INFORMATION

FRANKFURT

Ms Kathrin Ackermann

International Office, International Student Affairs

Tel.: +49 (0) 69 66 05 93 67 33

Fax: +49 (0) 69 66 05 93 67 39

Email: kathrin.ackermann@ism.de



Institutional address:

International School of Management (ISM)

Mörfelder Landstraße 55

60598 Frankfurt / Main

Germany

GENERAL CONTACT

Dr Gertrud Schink

Head International Office

Tel.: +49 (0) 231 97 51 39 33

Fax: +49 (0) 231 97 51 39 39

Email: gertrud.schink@ism.de



Ms Carolin Krabs

International Office, Coordinator Incoming Students

Tel.: +49 (0) 40 3 19 93 39 33

Fax: +49 (0) 40 3 19 93 39 39

Email: carolin.krabs@ism.de



2 ORGANISATIONAL ISSUES

2.1 Tuition Fees

For exchange students no tuition fees will incur. For (visiting) study abroad students the local tuition fees of 4.700€ per semester incur. For the intensive German language course prior to semester start, a fee of 320€ will be charged.

Every student at ISM Frankfurt, full-degree and exchange, is required to buy a semester ticket of the RMV (local public transportation provider) of 170,- € (valid for 6 months).

2.2 Application Process

Deadlines

If you would like to apply as an exchange student, you need to give a short notice to the International Office of the ISM as well as the International Office of your home institution, so that we can jointly organize your exchange semester with us. Please use the application form online via <https://ism.moveonnet.eu/moveonline/incoming/> and fill in your personal data and requests. The ISM has two intakes per year: One in March and one in September. The application deadline for the fall term is always at the end of April, the deadline for the spring term is always at the end of November.

Language requirements for admitting international students

Students who would like to participate in courses of the German Bachelor study program must provide sufficient proof of their German language skills, certified at upper-intermediate level by their German teachers.

Students whose mother tongue is not English and who wish to enroll in English taught classes should provide us with a recommendation of their English teacher certifying very good oral and written English skills or a TOEFL with a score of 213 (computer based). Students with little or no German skills should participate in the German Intensive Course prior to semester start.

Visa Issues

Non EU-students and students from countries other than the USA, Australia, Israel, Japan, Canada, New Zealand, and South Korea who would like to study in Germany need an appropriate visa for entry. You need to apply for your student visa at the responsible German embassy or consulate in your home country. Please note: The entry with a tourist or visitor visa is not sufficient for study purposes!

The visa application has to state explicitly the reason for your stay in Germany (e.g. language course, studies, etc.).

In particular the following documents need to be attached to the visa application:

- Certification of acceptance of the ISM
- Proof of sufficient financial funds (the easiest way is the document "Verpflichtungserklärung" which you get from the German embassy)

For further information please contact the respective German consular mission abroad.

Health insurance

Students are required to bring proof of a valid health insurance policy. All students in Germany are obliged by law to hold such a policy. The German social security system generally treats German and foreign students alike, meaning that foreign students may apply for health insurance coverage by the “gesetzliche Krankenversicherungen” in Germany, currently available at a rate of about 60 Euros per month. Students from select countries (especially EU) may be eligible for a waiver. They need to obtain a proof of their health insurance coverage from their home insurance institution (i.e. European Health Insurance Card) and present it at one of the health insurance funds in Frankfurt (see below), who will issue an insurance number and an insurance exemption certificate. Students must present this exemption certificate upon arrival at the ISM. International Students with private insurance coverage may also be waived the compulsory health insurance if they obtain a proof of coverage from their home insurance company translated into German that gives a detailed description of the content and scope of coverage. The health insurance company in Germany will examine this and may issue a waiver. NB: Please note that students over age 30 are not eligible for student health coverage by the German “gesetzliche Krankenversicherungen” and need to obtain private health insurance either in their home country or in Germany.

Tip: Mawista offers a monthly private health insurance for international students in Germany. Please have a look at www.mawista.com/mwuk/. But also Care Concept has good offers. Please have a look at: <https://www.care-concept.de/krankenversicherung/gesetzliche-studentenversicherung/gesetzliche-studentenversicherung-antrag.php?vmnr=ZZMA120000@mail=ism@ism-dortmund.de>

2.3 Transportation

We offer a free pick-up service for all arrivals at Frankfurt international airport and the main train station. You have to book this service not later than two weeks prior arrival. You will get a form which you have to fill out via email.

Flight Arrangements

Being one of the biggest airports in Europe, Frankfurt is a destination for numerous airlines: Lufthansa, Air France, British Airways, Emirates, Continental Airlines, Iberia, KLM, Spanair, Qantas, Turkish Airlines, Swiss and many more (see www.frankfurt-airport.de). For flights within Europe, there are in addition various German budget airlines, such as Air Berlin, Condor, Eurowings, and XL Airways Germany, which serve Frankfurt airport. Please note that some of them only depart from selected destinations.

When arriving at Frankfurt International Airport you can easily take a train into the city center (S-Bahn 8 or 9). The ride will take 10- 15 minutes and costs 4,10 €. You can also take a taxi for about 25 €, depending on your destination.

EasyJet offers flights to Frankfurt Hahn Airport. Please note that it will take you at least 1,5 hours by shuttle bus to get from this provincial airport to Frankfurt city center.

Local transport

Depending on your origin, you may also consider arriving by train, with for example the fast train ICE (Inter City Express). For further information please see: www.bahn.de.

You will get to ISM Frankfurt from the city center by taking S-Bahn 3, 4, 5 or 6, Straßenbahn 16 and 15 or U-Bahn 1,2 or 3 to the station Südbahnhof. The ISM is located on the southern entrance of the station, just next to the exit Mörfelder Landstraße. Please check www.rmv.de for more information on public transportation in Frankfurt. Please note that you must obtain a semester ticket, which enables you to use the public transportation of the greater Frankfurt area (see 2.1).

2.4 Student ID (incl. Print-Outs)

Your student ID card can be collected at the International Office or during the IT orientation. You will need to provide an electronically passport-sized photograph which you send via email to the International Office (internationaloffice@ism.de). The student ID will enable you to get discounts on certain activities, such as entrance fees to museums, theaters and sport events. If you lose your student ID card you can order a new one at the IT Office (but then you have to pay 20 €).

If you want to charge the card, you can do it at the library on the fifth floor (ask for Eva Schiegg). One normal black-and-white A4 copy costs 0,04€ and a colored A4 copy costs 0,18€. Please note that you do not get the money back at the end of the semester when you still have money on your account – so be careful with charging the card and use the rest of your account for copying/printing.

2.5 IT

There are two computer labs on the fourth floor that ISM students may use at any time during the regular opening hours of the building. IT and International Office staff will give you a brief introduction on how to proceed when using the ISM computers.

If your own notebook has a wireless LAN function you can access the internet from each spot in the school. The key to enter changes frequently and will be published in the ISM-Net. If you have any problems with your W-LAN connection please contact Jürgen Töns (juergen.toens@ism.de).

Exchange and visiting students will be provided with an Email-account and a username and password that provide access to all software programs available on the lab computers. Please note that the ISM has a highly developed intranet which is the main platform for information for both students and professors. You will also receive a username and password to enter this domain. As the lifeline to the ISM-community, the ISM-Net displays such vital things as the curriculum, course registration forms, community contacts, apartment sharing student clubs, events, party dates, etc..

All relevant information on your ISM accounts and passwords can be found on your personal Student Data Sheet.

Please note that the main communication is via e-mail. So please check your ISM emails regularly. The ISM Email-account will be available two months after the semester, then we will delete the account.

2.6 Library

If you wish to find a quiet place to review your class notes, the student library on the fifth floor, may be your place to be! The opening hours are Mondays to Fridays from 9.45h – 18.45h.

You can enter the OPAC catalogue via the ISM-Net to search for books. If you would like to indulge in further self-study at home, you may borrow books overnight (you can borrow the book around closing hours of the library and return it the next morning around opening hours).

In case you want to purchase a textbook for your courses, you are able to benefit from the library discount (10% off): Simply check the [ISM-Net>Medienschop](#) and click on the book you would like to order. Lecture scripts can be ordered at the online bookshop ([ISM>Medienschop>Zum Shop](#)) and picked up and paid for at the library. Every Wednesday Medienschop orders are sent to the printing company and should arrive the following Monday.

Books and scripts ordered online can be collected in the library. If you need advice our librarian Eva Schiegg will be happy to help!

3 ACADEMIC ISSUES

3.1 Bachelor Program

3.1.1 Courses and Credits

The regular curriculum at the ISM is based on a considerable number of contact hours/classroom teachings. Students obtain 2 ECTS credits for a regular “**Vorlesung**” (10 units of 90 min. teaching) in German. The courses taught in English are all worth 5 ECTS as they have a more considerable workload out of class as papers and assignments would need to be written.

ISM-students and exchange/visiting students alike are required to attend classes at all times. **A class will only be considered as passed if attendance is higher than 80%. Otherwise we cannot award the credits.**

As an exchange (Erasmus) or visiting student you will choose your courses according to the academic requirements at your home university. If you need advice on your course choice, please contact the International Office. For each semester and group, you can consult course timetable published in the new ISM-Net. In your ISM-net profile, you should enter the group of which you will attend most of your classes (for example mainly 5 IM or 5 TEM or ISM Business Certificate (IBC)). As your class schedule changes **nearly every week**, please check your ISM email account very regularly as most changes are communicated via email and in the ISM-Net.

Incoming students normally participate in the lectures (taught in German) of the 5th and 6th semester and in the ISM Business Certificate courses (taught in English). It is possible to choose lectures either of the fifth or sixth semester in all five specializations: International Management, Tourism/Event/Hospitality Management, Communication & Marketing, Corporate Finance, Psychology & Management and Communications & Marketing. Just be aware that classes of different semesters and specializations might take place at the same time. **ISM recommends to predominantly attend the lectures of one semester and one specialization.**

You will make your final course choice upon arrival at the ISM. After having completed your course choice, you can hand in your learning agreement (a document from your home institution) in the International Office. The learning agreement needs to contain the name of the lecture, the name of the professor and the semester in which the lecture is offered. You can add and drop courses during the first weeks or if a course has been canceled at short notice. **Of course you need to inform the International Office in writing of each amendment you may want to make.**

Optional foreign language courses, such as Chinese, may require a registration via the ISM-Net. If you would like to choose an extraordinary language, watch out for announcements on the ISM-net or get in touch with the study organization.

3.1.2 Semester dates

The fall semester 2013 will start on Thursday, September 12th, 2013 and will end on December 21st, 2013. Your exams will take place within the last two weeks of the semester. The German Intensive Language course will take place prior to the semester start, from August 19th until September 6th, 2013.

There is an orientation day on Wednesday, September 11th, 2013 which is mandatory.

The spring semester 2014 will start on Monday, March 17th, 2014 and will end on June 21st, 2014. Your exams will take place within the two last weeks of the semester. The German Intensive Language course will take place prior to the semester start, from February 24th, 2014 until March 13th, 2014.

There is an orientation day on Friday, March 14th, 2014 which is mandatory.

3.1.3 Exams

Most coursework at the ISM is completed with a final exam. There are set dates for those exams which will be posted on the bulletin boards on the second floor or can be found in the ISM-Net under the section "ISM> Pruefungssekretariat> Bachelor> Pruefungen> Semester 5 und 6". Please note that students of the 5th and 6th semester have most of the classes together.

In some classes you will give a presentation in front of the teacher and your class mates. It is advised to wear a business suit for this oral exam.

3.1.4 Courses taught in German

Exchange students who come to the ISM with a command of German that allows them to follow classes and complete assignments in German may take courses of the German Business Certificate or study subjects offered in semesters 5 and 6 of the Bachelor degree programmes, as this is the period at ISM when electives are offered. We require a level of B1 for the German Business Certificate and a level of B2 for admission to the courses of the bachelor degrees at ISM.

German Business Certificate:

Please note that it is obligatory for students who study any course of the German Business Certificate to participate in the German language course (4 ECTS) during the semester.

The German Business Certificate consists of 12 courses and is taught over 2 semesters (in total 60 ECTS). The curriculum is as follows:

Fall Semester (September – December):

1. Projekt Management
2. Internationaler Handel und Vertrieb
3. Strategisches Management
4. Leadership and Motivation
5. Internationales Finanzmanagement
6. Erfolgreiche Geschäftsstrategien in Deutschland, Rechtsgrundlagen

Spring Semester (March – June):

1. Controlling in multinationalen Unternehmen
2. Konsumentenverhalten und angewandte Marktforschung
3. Internationale Logistiksysteme
4. Strategisches Personalmanagement und Personalcontrolling
5. Corporate Finance im Mittelstand
6. The German Economic System

ISM Bachelor Program (semester 5 and 6):

On the next page, you will find a list of all lectures taught in German at the ISM Frankfurt during the 5th and 6th semester. Please be aware that not each subject is taught every semester. An overview of the courses which are on offer will also be handed out during the orientation day or beforehand via email. More information on each subject can be found on the ISM-Net.

When choosing your courses, please note that we can only guarantee that courses will not overlap if you choose from only ONE semester (e.g. semester 5) and from ONE specialization area (e.g. IM). Please note that this is the **course offer for a whole academic year**. You will receive an overview of the courses where you can see which courses are offered in which semester. The general rule says: two courses of one module are offered in the fall term, the other two courses of the same module are offered in the spring term. **Please note that you always have to take both courses!** The reason is that at the end of the semester it is only one (!) exam which includes both courses. It is not possible to write just an exam of one course.

1. Business Reporting and Auditing	2. Logistics & Operations Management
01,1 Konzernmanagement	02,1 Internationale Logistiksysteme
01,2 International Accounting	02,2 Supply Chain Management
01,3 Unternehmensbewertung	02,3 Internationale Verkehrslogistik
01,4 International Auditing	02,4 Advanced Operations Management Methods
3. Controlling & Decision Support	4. Finanzmanagement
03,1 Wertorientierte Unternehmenssteuerung	04,1 Portfolio- und Assetmanagement
03,2 Strategisches Controlling	04,2 Venture Capital und Beteiligungsmanagement
03,3 Operatives Controlling	04,3 Mergers & Acquisitions
03,4 Controlling in multinationalen Unternehmungen	04,4 Internationales Finanzmanagement
6. Marketing	7. Unternehmensführung
06,1 Marketingcontrolling	07,1 Leadership & Motivation
06,2 Konsumentenverhalten und Marktforschung	07,2 Strategisches Management
06,3 Kommunikations- und Markenmanagement	07,3 Krisen- und Sanierungsmanagement
06,4 Internationaler Handel und Vertrieb	07,4 Internationale Vertragsgestaltung
8. Tourism Management	9. Eventmanagement
08,1 Tourismusmärkte und Tourismuspolitik	09,1 Strategisches Eventmanagement
08,2 Strategisches Tourismusmanagement	09,2 M.I.C.E.
08,3 Steuern in der Tourismus- und Eventbranche	09,3 Event- und Tourismusrecht
08,4 Businessplanung und Finanzmanagement	09,4 Operatives Controlling

10. Health- & Sports Tourism	11. Hotel- und Food & Beverage Management
10,1 Health Tourism & Medical Wellness	11,1 Hotelmanagement
10,2 Sporttourismus: Ökonomie, Theorien und Konzepte	11,2 Quality Management & CRM
10,3 Gesundheits- und Sportsoziologie	11,3 Food & Beverage Management
10,4 Operations Management	11,4 Price Management
12. Medienmanagement	14. Unternehmenskommunikation
12,1 Werbemanagement	14,1 Interne Kommunikation
12,2 New Media Management	14,2 Corporate Identity & Corporate Image
12,3 Broadcast Management	14,3 Global Communications
12,4 Medienrecht	14,4 Investor Relations
15. Aviationmanagement	17. Human Resource Management
15,1 Airline- und Airportmanagement	17,1 Strategisches Personalmanagement & Personalcontrolling
15,2 Luftverkehrswirtschaft & -märkte	17,2 Recruiting, Retention & Remuneration
15,3 Lufverkehrspolitik & -organisationen	17,3 Schlüsselqualifikation & Selbstmanagement
15,4 Entrepreneurship & Business Development	17,4 Legal Framework of International HRM

3.1.5 Courses taught in English

To account for the increasing number of international students, the ISM offers the ISM Business Certificate fully taught in English and also welcomes international visiting professors teaching block seminars in English.

International Business Certificate:

The ISM Business Certificate in Frankfurt consists of four core business subjects and two specialization subjects of the communication track, each bearing 5 ECTS.

Core courses block 3:

Business Ethics

A manager's role is to transform the strategic vision of the company leaders into a reality. This requires skill in such disciplines as planning, organizing, staffing, directing and controlling. In each of these areas important decisions have to be made. But in making decisions, managers are often so focused on achieving their business objectives that they fail to take ethical issues into consideration. Too often this oversight results in the reduction of a company's brand value and its shareholder value. Consequences for managers can range from loss of personal reputation to fines and even imprisonment.

Business Planning, Theory & Exercises

Accessible to the newcomer and detailed enough for advanced students, the course explains how to tailor a plan for business purposes. It helps focus attention on strategic planning and on strategic and operational controls. After successful finish of the course students should be able to develop business plans for small and medium sized enterprises and understand business planning in international operating companies. The course contains a theoretical and practical (simulation) part.

Moderation and Presentation

The course will teach students how to communicate effectively, in English, in an international business setting by learning the structural, stylistic, and rhetorical elements of making presentations. Students will continue to build on their existing vocabulary of business terms, as well as become more aware of cultural differences. Furthermore, students will develop their rhetorical skills in using English for expository purposes (explaining organizations, processes, or structures).

Capital Markets

This course is divided into 2 sections, beginning with an overview of the market participants and the role and function of both depository and non-depository institutions. The second section focuses on the major financial markets, including the equity, money, bond and derivatives markets where participants will gain an understanding of the organization and structure of these markets as well as the instruments that are traded in these markets. An integral part in this course will be our discussion of the current financial crisis on the supervision, regulation and governance of capital markets and institutions. We will also review the surge of financial engineering activities in the past 20 years through the creation of exotic instruments like asset-backed securities, collateralized debt obligations and credit default swaps.

Specialization Business Communication Track:

Strategic PR

Strategic Public Relations is a core management function that develops and maintains beneficial interactions between an organization and its publics. This seminar covers the main methods and instruments for developing PR-campaigns for major brands in an international and highly competitive environment. It includes creativity management, budget planning and evaluation methods. Learning method: elaborate, real world case studies and course work presentations. The course will be interactive and hands-on, and students are required to go through a number of individual and team presentations. Students will need an active and high proficiency of English.

Intercultural Communication

Intercultural Communication is a content-oriented course in English in which students will practice the analytical, linguistic, and intercultural skills they will need as international managers. In this course, students train their intercultural abilities by reading, discussing, and analyzing case studies, participating in small group discussions, simulations, and role plays, and giving short presentations on the assigned readings.

In addition to the ISM Business Certificate we will welcome visiting lecturers at ISM. These courses will be announced via email and you can sign up for them in the ISMnet.

3.2 Master Program

3.2.1 Courses and Credits

The regular curriculum at the ISM is based on a considerable number of contact hours/classroom teachings. Students obtain 2,5 ECTS credits for a regular “**Vorlesung**” (10 units of 90 min. teaching) in German or English.

ISM-students and exchange/visiting students alike are required to attend classes at all times. **A class will only be considered as passed if attendance is higher than 80%. Otherwise we cannot award the credits.**

As an exchange (Erasmus) or visiting student you will choose your courses according to the academic requirements at your home university. If you need advice on your course choice, please contact the International Office. For each semester and group, you can consult course timetable published in the new ISMnet. As your class schedule changes **nearly every week**, please check your ISM email account very regularly as most changes are communicated via email and in the ISMnet.

You will make your final course choice upon arrival at the ISM. After having completed your course choice, you can hand in your learning agreement (a document from your home institution) in the International Office. The learning agreement needs to contain the name of the lecture, the name of the professor and the semester in which the lecture is offered. You can add and drop courses during the first weeks or if a course has been canceled at short notice. **Of course you need to inform the International Office in writing of each amendment you may want to make.**

Optional foreign language courses such as Italian and Chinese may require a registration via the ISMnet. If you would like to choose an extraordinary language please watch out for announcements on the ISMnet or get in touch with the study organization.

3.2.2 Semester dates

Master International Management program:

The **fall semester 2013** will start on Monday, September 9th, 2013 and will end on November 29th, 2013. Your exams will take place within the last two weeks of the semester. The deadline for papers is 17th of January, 2014. The German Intensive Language course will take place prior to the semester start, from August 19th until September 06th, 2013. There is an orientation session within the first week of your semester.

The **spring semester 2014** will start on Monday, April 7th, 2014 and will end on June 27th, 2014. Your exams will take place within the last two weeks of the semester. The deadline for papers is 22nd of August, 2014. The German Intensive Language course will take place prior to the semester start, from February 24th, 2014 until March 13th, 2014. There is an orientation day on Friday, March 14th, 2014 which is mandatory.

3.2.3 Exams

Most coursework at the ISM is completed with a final exam. There are set dates for those exams which will be posted on the bulletin boards on the first floor or can be found in the ISMnet under the section “ISM>Pruefungssekretariat>Master>Pruefungen”.

3.2.4 Courses taught in English

Master International Management

1st semester (24 ECTS) - fall	2nd semester (25 ECTS) - spring
The Environment of the International Enterprise: <ul style="list-style-type: none">- International Supply Chain & Logistics (2 ECTS)- Financial Risk Management (2 ECTS)- International Business Law (2 ECTS)	International Strategy & Business Development: <ul style="list-style-type: none">- Strategic Management Tools & Processes (3 ECTS)- Business Planning & Modelling (3 ECTS)- Innovation Management (3 ECTS)
Managing the International Enterprise: <ul style="list-style-type: none">- Strategy & the International Enterprise (2 ECTS)- Organisation & Process Management (2 ECTS)- Leadership & Change Management (2 ECTS)- Project Management (2 ECTS)	International Marketing: <ul style="list-style-type: none">- Marketing Strategies (3 ECTS)- Advanced Market Research & Statistics (3 ECTS)- Customer Relationship Marketing (3 ECTS)
Quantitative Analysis & Decision Making: <ul style="list-style-type: none">- Analysing Business Performance (2 ECTS)- Business Development (2 ECTS)- International Business Game (1 ECTS)	Soft & Communication Skills: <ul style="list-style-type: none">- Negotiation & Communication Skills (2 ECTS)- Intercultural Communication (2 ECTS)- Language Training – German (3 or 4 ECTS, depending on the level)
Soft & Communication Skills: <ul style="list-style-type: none">- Language Training – German (3 or 4 ECTS, depending on the level)- Executive Presentations (1 ECTS)- Management of Teams (1 ECTS)	



The ISM
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3.3 Papers and Presentations

If you would like to write a paper, please contact your professor to discuss a suitable topic in due time. Please be advised that you need to adhere to customary academic standards. When you use ideas and concepts that are not yours (books, journal articles, internet sources, etc.), you **must clearly** mark those sentences, paragraphs, and other data (graphs, tables, pictures, etc.) that are based on such sources and indicate the source on the bottom of the page as well as in full in the sources. If you use a website as a reference for your research, you need to note the full URL and the date you found this source. It is not allowed to work with “copy and paste”!!! Please be aware that professors will closely examine papers for a correct use of sources. It is best to consult the individual professor to see what kind of reference and citation style he or she would like you to use (Harvard style, etc.). Also you might be required to do presentations in class as method of examination.

Important: All papers need to be handed in at the examinations office (deadline to be announced). Either you hand in a hard copy or you send it via email to the lecturer – in this case please copy the examinations office (Daniel Barbarello: daniel.barbarell@ism.de) into

the email. Thank you! If you do a presentation instead of a paper you do not need to hand in the slides at the examinations office but only give it to the professor if he requires you to do so.

3.4 Language courses for exchange and visiting students

Foreign students can take part in a 3-week intensive German course prior to semester start. An additional fee of EUR 280 will be charged. The course consists of 60 classes plus 30 hours of a mentor program. It is especially recommended for overseas students to take part in this intensive language course as the mentor will assist with visa issues and other bureaucratic tasks (residence permit, bank account, ...).

Free of charge is the German class that is offered during the semester. Please be aware that you need an upper/intermediate level of German to successfully pass courses taught in German at the ISM and an upper/intermediate level of English to participate in the classes of the foreign lecturers and the ISM Business Certificate.

3.5 The ISM – Net (Intranet)

The ISM-Net is the intranet of the ISM homepage and is designed for students, professors, staff and guests and contains important in-house information on academics, events etc. The ISM-Net is the internal part of the homepage and can be accessed on <http://www.ism-net.de>. This Information system is aimed at students, professors, staff and guests. On the ISM-Net, internal information as well as the descriptions of the lectures is published. Limited access to the ISM-Net is available before you get your Login and Password on your Student Data Sheet. The unrestricted access will be given to you after receiving your application form and contact details, especially your Email address.

The ISM-Net is divided into different parts (e.g. Arbeitskreise, ISM, Teilnehmerlisten and Veranstaltungsplan). The front page contains new releases made by student clubs or administration. You also find the sign-in-lists (Teilnehmerlisten) you have for extra activities (e.g. of the Buddy Program) or language classes.

In the upper left corner it says 'Ihr Account'. Here you can add or change your photo, write in the contact details you would like fellow students to use and write something about your life in the Lebenslauf.

Access to the ISMnet

The access to the ISM-Net is available via <http://www.ism.de> or <http://www.ism-net.de> and requires internet access.

Every student has an individual Matrikelnummer and needs this to access the ISM-Net. You will receive your Matrikelnummer via email together with your Student Data Sheet before you arrive in Frankfurt. In case you forget your Matrikelnummer (it is also written on your Student ID) please contact the IT staff.

When you first sign in you use the password "init". In case you forgot your password click on "Passwort vergessen" and it will be sent to your ISM email address. So please do not forget both passwords at the same time 😊.



www.ism.de



www.ism-net.de

Section "Adressbuch" (Directory)

- Contains contact details and photos of ISM students
- You can change your own contact on the front page in the upper left corner "Ihr Account".

Section "Arbeitskreise" (Working Groups)

- Provides information on all the available working groups.
- You can choose from student clubs which vary from "event working group" to "banking working group" etc.

Section "Wohnungsbörse" (Housing Market)

- Shows available apartments offered by other students
- You can enter a apartment requests and offers

Section "Veranstaltungen" (Studies & Courses)

On the front page of this section, courses and professors of your semester are shown. When you click on a course you see a description as well as all the available scripts or extra information you can download. Furthermore you can see which books the professor suggests or requires you to read and some even have a forum for discussions and questions. Check the individual pages frequently as professors may add information.

Section "Medienshop"

You can order books and scripts here. You just click on the name of the book and then “Zum Warenkorb hinzufügen”. On the right side you can click on “Zum Warenkorb” so that you can see all your planned bookings. Finally you have to click on “Bestellung abschließen” to order your books and scripts. After some days you can collect them from the library.

Section “ISM”

This section is again divided into different subsections which you can choose by clicking on ‘ISM’.

Bibliothek (Library)

- You can enter the OPAC system from here, which enables you to quickly find the literature you need for papers etc. The library comprises about 5000 books and literature.
- On this page you also find a document explaining you how to proceed when you want to borrow a book.
- You can keep books only over the weekends and overnight (from 16.00 to 8.30 the following day. Exceptions can be made during the examination period.)

Career Centre

- Here you can find job and internship offers
- Internship reports of ISM students
- Link library with useful links to companies and the chamber of industry and commerce
- Instruction and advice on how to write a “Lebenslauf” or letter of motivation

International Office

- If you click on “Meldungen anzeigen” (messages) you can find recent announcements (on foreign lecturers for instance)
- On “Downloads anzeigen” you can download presentations on exchange programs etc..
- You also find a list of all partner universities and their evaluation by students as well as independent rankings
- Link library for information concerning exchange programs
- If you click on “FAQ anzeigen” you will find different tips and information for you study abroad semester at ISM

Systemadministration (IT)

If you click on “FAQ anzeigen” you find various instructions, e.g. on wireless LAN configurations, on the printing system and the link to check how much money is left on your printing account.

Prüfungssekretariat (Examinations Office / Registrar)

- Information about procedure of exams
- Dates and results of exams
- Examination regulations

4 STUDENT LIFE AT ISM

Buddy Program

The Buddy Program is designed to support you, our incoming exchange or visiting students. Designated ISM students, called Buddies, will help you to settle into your “German life”. This means they will start getting in contact with you before your arrival. But that’s not all! As a group, we will go on trips and spend evenings together so we can use a fun and interesting surrounding to get to know each other in a better way.

Please note that all events/activities of the Buddy program are private events/activities so that the university’s coverage does not apply. It is not covered under the university’s policy. Please make sure to have adequate insurances.



International Dinner, spring 2012

Student Clubs and Extracurricular Activities

ISM-students have founded a number of student clubs. Variety ranges from consulting (ConsultISM) and tourism (AK Sport) to politics (PolitISM) and finance (AK Banking). You will find more information on these clubs and their activities on the ISM-Net> Arbeitskreise. Please contact the spokesperson of each club if you are interested in joining for the time of your stay or participate in one of their activities.

You will not miss any party as the party committee will put up announcements everywhere in the building. ISM parties are normally on Thursdays which does not mean that ISM students are not partying the other days as well. These parties are a great chance to meet local students and have good fun!

Running Dinner

The running dinner is one of the most popular events among students and takes place every semester. After the announcement (which again is very hard to miss) you sign up at the office of the student body and decide if you want to be a cook or a driver. As an example let us say you are a girl and a driver. This means you will be paired with a guy who will make his kitchen available for the two of you to cook the starter, the main dish or the desert (This will also be decided by the Studentenvertretung). For the dish you cook, two other “couples” will arrive. (But you do not know who!) For the other two dishes you drive to someone else’s house where, again, two other “couples” will be.

It is a great chance to meet a lot of people and to talk to lecturers and staff in a different surrounding as they participate as well. Following the eating marathon there is always the best party of the semester and the next morning it is often seen that some students and even some lecturers go to the first class straight from the party.

So, do not miss it!

Cafeteria and Vending Machines

There are vending machines in the cafeteria on the 2nd floor providing hot and cold drinks as well as snacks. Here you will also find two microwaves for home cooked meals and a public fridge.

Close to ISM there are several lunch options:

- Bakeries (Eifler, Wiener Feinbäcker, Backwerk & Kaisers)
- Italien fast food
- Thai fast food
- Mc Donald's
- Supermarket REWE or Alnatura
- German Butchery Thoma with lunch specials (Textorstraße) – *special tip!*
- Turkish restaurant (Textorstraße)

5 LIVING IN FRANKFURT

Situated on the Main River, Frankfurt represents the financial centre of Germany and continental Europe. The second and third pillars of Frankfurt's economy are transportation and trade fairs. A central location at the heart of Europe and the excellent accessibility by air, rail and road make Frankfurt especially attractive for visitors and workers alike. It is one of three European cities in the European Union with a significant number of skyscrapers, ranked behind Paris and on par with London (early 2009). With a population of 700,000 Frankfurt is the fifth largest city in Germany.

For further information please see: www.frankfurt.de

Arts & Culture

Frankfurt has a thriving arts and cultural scene. There are museums with interesting collections and top-class special exhibitions. There are classical theatres, the Opera House, countless variety theatres and the new concert hall. All offer entertainment at the highest level - whatever your taste, whatever your age and whatever your budget.

Recommended Museums

Goethe Museum

Jüdisches Museum – Jewish Museum

Museum für Moderne Kunst Museum of Modern Art

Museum für Kommunikation – Museum for Communication

Naturmuseum Senckenberg – Senckenberg natural history museum

Schirn Kunsthalle – Schirn Art Exhibition Hall

Städel Museum

Dialogmuseum – Dialogue in the dark – *special tip!*

Recommended Music, Theater & Entertainment locations:

The English Theatre

Alte Oper

Schauspiel Frankfurt

Jahrhunderthalle

Metropolis Kino (movie theater with original language)

Mal seh'n Kino (independent movies) – *special tip!*

Restaurants & Nightlife

Frankfurt has many beer gardens, pubs and night clubs where people from different places have a good time. The international ambience is one of Frankfurt's characteristics. The area of old Sachsenhausen offers many traditional restaurants and apple wine taverns, offering regional food. A new club scene established itself in Frankfurt-East at Hanauerlandstraße. Excellent bars are in the city's top hotels and you will find student pubs near the campus of Goethe University in Bockenheim.

Recommended Restaurants

Im Herzen Afrikas (African Food) - *special tip!*
Casa Pintor (Spanish Tapas Bar)
Mosch Mosch (Japanese)
Rama V (Thai Restaurant)
Die Kuh die Lacht (Burger)
Apfelwein Wagner (Apple Wine R.)

Recommended Pubs and Bars

Die Rote Bar
First In Bar
Volkswirtschaft
Sandbar
Barhundert
Gekkos

Recommended Cafés

Café Maingold - *special tip!*
Café Karin
Metropol Café am Dom

Recommended Nightclubs

King Kamehameha (Thursday)
Living XXL (Wednesday)
Club Travolta (Tuesday)
Gibson (Thursday)
Velvet Club (Wednesday)

General Information

How to open a bank account

Several banks offer a student bank account free of charge: Sparkasse, Deutsche Bank, Commerzbank – to name the biggest three. You must bring the following documents with you: passport, student ID card and the residence permit (available at the Bürgeramt, Zeil 3). You should tell them that you are planning to stay for a year. Otherwise they won't help you, as they don't open an account for only 3 or 4 months. Obviously you can close the account anytime.

Mobile Phones

If you want to use your mobile phone in Germany, it is probably cheapest to switch to a German provider and get a prepaid card. In Frankfurt you can find prepaid cards in the following stores:

Supermarkets: LIDL, ALDI, PLUS
Saturn (multimedia store)
Phone Shops: T-Mobile, O2, E-Plus, Vodafone

Electrical Outlets

Electrical outlets in Germany usually give 220/230 Volt alternating current (AC). This may be different from that in your country. Check the appliances you bring with you to be sure they will work at the above voltages. Appliance plugs might also be different from the ones you have in your country. Converters can be purchased that will adapt your appliance's plug to the German standard.

Medical Service

If you are ill and you need to see a doctor, then you can have a look at:

<http://arztsucheessen.de/>

Unfortunately the site is in German. Come to my office if you have problems. I am happy to help you!

6 INFORMATION ON ACCOMMODATION

The ISM itself does not have its own student boarding house. You may either apply at private or subsidized residences in Frankfurt or look for accommodation on the private housing market. You must know that the housing situation in Frankfurt is tight and apartments are high priced as many new people are moving into the area. In addition, approx. 45.000 students are enrolled in higher education institutions in Frankfurt, whereas only 3000 beds are provided by student residences. Therefore, we cannot guarantee a room in any of the four residences on the following pages. Chances are better, if you apply early. Please contact the International Office (kathrin.ackermann@ism.de) for information on the application process.

We recommend searching for accommodation on the private market through online forums or with the help of agencies specialized in short term accommodation. This implies that you arrive in Frankfurt a few days prior to semester start.

Your first days in Frankfurt

Jugendherberge Frankfurt (Youth Hostel)

Deutschherrenufer 12, 60594 Frankfurt (Sachsenhausen)

Tel: +49 (0) 69 6100150

www.jugendherberge-frankfurt.de/

Frankfurt Hostel (Backpacker)

Kaiserstr. 74, 60329 Frankfurt

Tel: +49 (0) 69 247513-0

www.frankfurt-hostel.com

Five Elements Hostel (Backpacker)

Moselstr. 40, 60329 Frankfurt

Tel: +49 (0) 69 24005885

www.5elements hostel.de

Or any budget hotel in the main station or fair district:

For example:

Hotel Central Frankfurt

Oskar-von-Miller-Str. 12, 60314 Frankfurt am Main

Tel: +49 (0) 69 405070

www.hotel-central-frankfurt.de

Residences

The described residences...

- ...are self-catered, providing shared kitchens (except Accord Residence where you have your own kitchenette) where you can cook and eat your own meals.
- ...**do not** provide duvet, pillows, bed linen (except Kolping) and TV's.
- ...have shared laundry facilities with coin-operated machines.
- ...are located inside the valid area of your semester ticket (public transportation).

Further information regarding the rental contract (deposit, cancellation policy, move-in date) will be sent to you if you are offered a room.

Fritz Tarnow Heim

ADDRESS and LOCATION:

Fritz-Tarnow-Str. 21, 60320 Frankfurt
Tel: +49 (0) 69 561819

The Fritz Tarnow Heim is situated in the suburb Dornbusch, north of the city centre. A metro station is just down the road and it will take you 7 minutes to reach the city and 10-12 minutes to the ISM.

ROOM DESCRIPTION: The residence offers 94 single rooms and underwent refurbishment in 1997. Rooms are furnished with a bed, desk and desk chair, wardrobe and shelf. The bigger rooms have a balcony.

SHARED FACILITIES: Toilets, showers and a kitchen are shared in each floor (2 showers and 2 toilets are shared by 10 students).

RESIDENTS: This is also a typical student home with young German and foreign nationals studying or completing an internship in Frankfurt.

RENT: Monthly rent small room (10m²) 205 € - (20m²): 275 €



Martin Luther King Haus

ADDRESS and LOCATION:

Martin Luther King Haus
Henriette-Fürth-Str. 2, 60529 Frankfurt
Tel: +49 (0) 69 356909

<http://www.evstudwh.de/index.php?page=mlkh>

The Martin Luther King Haus is situated in the suburb “Schwanheim”, southwest of Frankfurt’s city centre. The building lies in close proximity to the river Main. You can either go by bus (No. 78) or by Tram (No. 12) to ISM. The ride will take about 35 minutes. The night bus No. 7 also stops in Schwanheim.

ROOM DESCRIPTION: This residence offers 100 single rooms (12m²). All rooms are furnished with a bed and mattress, desk and desk chair, wardrobe, shelf and handbasin.

SHARED FACILITIES: Toilets, showers and a kitchen are shared on each floor. Other facilities include a common room (bar, billiard and table tennis) and a terrace.

RESIDENTS: This is a typical student residence. Supporting organization is the evangelic church of the state of Hessen. Next to full time German students many exchange students reside here.

RENT: Monthly rent single room: 245€



Useful links for accommodation search online

Immobilienscout 24	www.immobilienscout24.de
WG Gesucht	www.wg-gesucht.de (available in English!)
Studenten WG	www.studenten-wg.de

Offers in newspapers

- Frankfurter Rundschau (Fridays, <http://www.kalaydo.de/iad/immobilien/>)
- Frankfurter Allgemeine Zeitung - FAZ (Fridays) und FAZ Sonntagsausgabe (Sunday), <http://www.faz.de>
- Immobilien Inserat (Fridays)

Agencies

If you would like to search for an apartment via an agency, we can recommend the following companies:

Home Company	www.frankfurt.homeCompany.de
City-Mitwohnzentrale	www.city-mitwohnzentrale.de (available in E,F & Sp)
Mitwohnzentrale Mainhattan	www.mitwohnzentrale-mainhattan.de

All these companies are specialized in acting as an agent for short-term, furnished apartments in Frankfurt. The application forms can very easily be completed online. The website of City-Mitwohnzentrale is also available in English, French and Spanish. Please bear in mind that by using an agency you will have to pay a commission after signing a rental agreement. The fee is usually one monthly rent for a stay of 5-6 months.

Other possibilities

In the ISM-intranet (www.ism-net.de > Wohnungsbörse) you can find apartments for rent and share by ISM. Many students from the ISM Frankfurt who spend their semester abroad during the time you will be in Frankfurt are trying to rent their rooms or flats to incoming students. This often provides a very suitable opportunity for both parties, and you easily get in touch with local students.

A great variety of shared apartments, both furnished and unfurnished, can be found on the notice boards of the University of Frankfurt (Johann Wolfgang von Goethe) and the University of Applied Sciences in Frankfurt.

If you are particularly interested in a home stay, we might be able to assist you in finding a German family in Frankfurt who will welcome you in their home. Please contact the International Office (kathrin.ackermann@ism.de).

7 GENERAL CONTACTS

Prodekan (Associate Dean) & Studienorganisation (Study Organization)

Dr. Jan Hanusch

(Room F002, Tel. +49 66 05 93 67 - 40, Email: jan.hanusch@ism.de)

Studentensekretariat (Student Services)

Viviane König

(Room F001, Tel. +49 69 66 05 93 67 - 26, Email: viviane.koenig@ism.de)

Prüfungssekretariat (Examination Office)

Jessica Müller

(Room F205, Tel. +49 69 66 05 93 67 - 14, Email: jessica.mueller@ism.de)

International Office

Frankfurt

Kathrin Ackermann

(Room F207, Tel. +49 69 66 05 93 67 - 33, Email: kathrin.ackermann@ism.de)

Dortmund/Hamburg:

Dr. Gertrud Schink

(Room A111, Tel. +49 231 97 51 39 - 33, Email: gertrud.schink@ism.de)

Carolin Krabs

(Room HH114, Tel. +49 40 31 99 33 9 - 33, Email: carolin.krabs@ism.de)

Career Center (Internships)

Birgit Crusius

(Room F210, Tel. +49 69 66 05 93 67 - 30, Email: birgit.crusius@ism.de)

Bibliothek (Library)

Eva Schiegg

(Room F501, Tel. +49 69 66 05 93 67 - 23, Email: eva.schiegg@ism.de)

EDV-Administration (IT) Dortmund Campus

Jürgen Töns

(Room A214, Tel. +49 231 97 51 39 - 16, Email: juergen.toens@ism.de)

Rechnungswesen (Accounting) Dortmund Campus

Nadine Rommerskirchen

(Room C001, Tel. +49 231 97 51 39 - 35, Email: nadine.rommerskirchen@ism.de)

**See you at the ISM!
Bis bald!**



Exchange students - Frankfurt - Spring 2012