



INTERNATIONAL SCHOOL OF MANAGEMENT

Information Guide for
International Students

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.

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Dear student,

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

This study guide 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 Hamburg and integrate into the ISM community. This study guide will provide you with helpful information on the academic program as well as general information on the ISM and the city of Hamburg.

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 ISMnet will be given to you after receiving your application form and contact details. If you, however, want to have a look at it before that, 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

Gertrud Schink, Carolin Krabs, Magdalene Lindemann, Kathrin Ackermann, Amelie Bauer, Friederike Klemt

1 INTERNATIONAL OFFICE

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International School of Management (ISM)

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Germany

The International Office in Hamburg is located on the first floor of the ISM building (HH114). From 10am to 4pm (or by appointment), the IO staff is available to assist you with all questions you might have.

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 Hamburg, full-degree and exchange, is required to buy a semester ticket of the HVV (local public transportation provider) of 150,90 € (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 (minimum B2 of the Common European Framework of Reference for Languages) 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 (for example with the help of the document

“Verpflichtungserklärung” which you get from the German embassy if you have a person living in Germany)

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 Hamburg (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.

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 Transport

We offer a pick-up service (not available in fall 2012!) for all arrivals at airport Hamburg and main train station Hamburg. 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. The service costs 10 Euro per trip and per person. Please pay in cash when you meet the driver (German ISM students).

Flight Arrangements

In Germany the regular carrier is Lufthansa, especially for overseas flights. For flights within Europe, there are various budget airlines (such as Air Berlin, Easyjet and German Wings), which serve Hamburg and Hannover airport. Please note that some of them only depart from selected destinations.

If you arrive from overseas, your destination airport usually is Frankfurt or Duesseldorf. We advise you not to book a transfer flight to Hamburg, as our train system is very effective and it will only take about 4 hours from Duesseldorf, 1 ½ from Hannover and 4-5 hours from Frankfurt to Hamburg Central. Prices are also reasonable. For further information please see: www.bahn.de.

If you arrive in Hamburg you can take the S-Bahn S1 (every 10 minutes), which will take you to the city center/main train station of Hamburg within less than 30 minutes. The “Hamburg Airport (Flughafen)” S-Bahn station is directly in front of the terminals. A one-way-ticket costs around 3€. For further information please see: www.ham.airport.de.

Local transport

The U-Bahn, German metro, brings you to the ISM campus. The U1, the blue line, stops at "Messberg" which is within walking distance to the university.

Please check www.hw.de for further information on local transport. You can also check your own public transport schedule by typing in your departure and arrival station for U-Bahn, S-Bahn and bus transportation. The HVV takes you all around Hamburg and its environments. Tickets are available on every train station or within a bus driver.

StadtRAD Hamburg – bike rental

If you like to go by bike you can use the public bike system "StadtRAD Hamburg" (CityBike Hamburg). There are around 80 stations where you can lend a bike, and it is possible to return it at any other station. The first 30 minutes are free. You need a bank, credit or customer card. It is also possible to lend a bike by telephone. For registration or more information please visit www.stadtrad.hamburg.de .

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 (carolin.krabs@ism.de). The student ID will enable you to get discounts on certain activities; such as local transportation, entrance fees and others. If you lose your student ID card you can order a new one at the IT Office (but then you have to pay 20 €).

There is a white vending machine located in the copy room on the second floor of the ISM campus where you can charge money to your ID card. You will need the card to print scripts or copy documents. 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.

Your student ID card also enables you to enter the school during the week and on Saturdays from 8am to 8pm. Make sure you carry your ID card with you while having lectures, to get into all areas of the school.

Discounts with Student ID card

Hamburg is big on student prices, whether it's for attractions, museums, theater, sport events or purchasing clothes. Even Nightclubs offer free entrances for students on a given day. Hints about deductibles might not always be in sight, so be sure to ask for student discounts and carry your student card with you all the time.

2.5 IT

There is one computer lab on the second floor that ISM students may use at any time during the regular opening hours of the building, if not used for classes during the day. IT and

International Office staff will give you a brief introduction on how to proceed when using the ISM computers.

Exchange and visiting students will be provided with an Email-account and a user name 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 ISMnet displays such vital things as the curriculum, course registration forms, community contacts, student clubs, events etc..

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

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 ISMnet. If you have any problems with your wireless LAN connection please ask other students or the administration office to help. Otherwise our IT specialist will help you. Contact Jürgen Toens by email juergen.toens@ism.de.

Please note that the main communication is via email. So please check your ISM emails regularly. Your ISM email-account will be available for the whole semester until two months after semester ending. Ensure that you have all important information and email addresses transferred to another email account or to an external storage media by then.

2.6 Library

If you wish to find a quiet place to review your class notes, the library on the ground floor maybe your place to be! The opening hours are Mondays to Fridays from 9.00 – 17.30h.

You can enter the OPAC catalogue via the ISMnet to search for books. If you would like to indulge in further self-study at home, you may borrow books overnight.

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 [ISMnet>Medienshop](#) and click on the book you would like to order. Lecture scripts can be ordered at the online bookshop [ISM>Medienshop>Zum Shop](#). The orders you make will be charged to your ID card. Every Wednesday Medienshop orders are sent to the printing company and should arrive the following Monday.

Scripts ordered online can be collected at the administration office. If you need advice our librarian Svetlana Kalkum 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 advise on your course choice, please contact the International Office. For each semester and group, you can consult course timetable published in the new ISMnet. In your ISMnet 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 ISMnet.

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, 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 Hamburg recommends to predominantly attend the lectures of one semester and one specialization.**

You will make your final course choice in mid of the semester in the ISMnet. But you can hand in your learning agreement upon arrival (a document from your home institution) in the International Office. The learning agreement needs to contain the name of the lecture, the number of ECTS 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 extraordinary languages watch out for announcements on the ISMnet 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 first floor or can be found in the ISMnet under the section "ISM> Pruefungssekretariat> Bachelor> Pruefungen> Semester 5 und 6".

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 usually study subjects offered in semesters 5 and 6, as this is the period at ISM when electives are offered. Below please find a list of all lectures taught in German at the ISM Hamburg during the 5th and 6th semester. Please be aware that not each subject is taught every semester and that there can be changes. An overview of the courses which are on offer will also be handed out during orientation day or beforehand via email. More information on each subject can be found on the ISMnet. For these courses you must provide sufficient proof of your German language skills, certified at upper-intermediate level (minimum B2 of the Common European Framework of Reference for Languages).

German Track (courses from semester 5 and 6 taught within the German Bachelor program):

When choosing your courses, please note that we can only guarantee that courses will not overlap if you choose from only ONE semester (f.ex. semester 5) and from ONE specialization area (f.ex. 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	12. Medienmanagement
01,1 Konzernmanagement	12,1 Werbemanagement
01,2 International Accounting	12,2 New Media Management
01,3 Unternehmensbewertung	12,3 Broadcast Management
01,4 International Auditing	12,4 Medienrecht
2. Logistics & Operations Management	13. Journalismus und Public Relations
02,1 Internationale Logistiksysteme	13,1 Wirtschaftsjournalistik
02,2 Supply Chain Management	13,2 Journalistische Produktion
02,3 Internationale Verkehrslogistik	13,3 PR-Konzeption
02,4 Advanced Operations Management Methods	13,4 PR-Praxis
3. Controlling & Decision Support	14. Unternehmenskommunikation
03,1 Wertorientierte Unternehmenssteuerung	14,1 Interne Kommunikation
03,2 Strategisches Controlling	14,2 Corporate Identity & Corporate Image
03,3 Operatives Controlling	14,3 Global Communications
03,4 Controlling in multinationalen Unternehmungen	14,4 Investor Relations
4. Finanzmanagement	15. Aviationmanagement
04,1 Portfolio- und Assetmanagement	15,1 Airline- und Airportmanagement
04,2 Venture Capital und Beteiligungsmanagement	15,2 Luftverkehrswirtschaft & -märkte
04,3 Mergers & Acquisitions	15,3 Lufverkehrspolitik & -organisationen
04,4 Internationales Finanzmanagement	15,4 Entrepreneurship & Business Development
6. Marketing	16. Corporate Finance
06,1 Marketingcontrolling	16,1 Corporate Finance im Mittelstand
06,2 Konsumentenverhalten und angewandte Marktforschung	16,2 Unternehmensrating
06,3 Kommunikations- und Markenmanagement	16,3 Refinanzierung und Bilanzstrukturierung
06,4 Internationaler Handel und Vertrieb	16,4 Einsatz von Derivaten
7. Unternehmensführung	17. Human Resource Management
07,1 Leadership & Motivation	17,1 Strategisches Personalmanagement & Personalcontrolling
07,2 Strategisches Management	17,2 Recruiting, Retention & Remuneration
07,3 Krisen- und Sanierungsmanagement	17,3 Schlüsselqualifikation & Selbstmanagement
07,4 Internationale Vertragsgestaltung	17,4 Legal Framework of International HR-Management
8. Tourism Management	18. Organisationspsychologie
08,1 Tourismusmärkte und Tourismuspolitik	18,1 Commitment, Health & Team
08,2 Strategisches Tourismusmanagement	18,2 Coaching und Conflict
08,3 Steuern in der Tourismus- und Eventbranche	18,3 Psychologische Diagnostik und Testtheorie
08,4 Businessplanung und Finanzmanagement	18,4 Personalentwicklung und Training
9. Eventmanagement	19. Consulting & Change
09,1 Strategisches Eventmanagement	19,1 Beratungsformen / Organisationsentwicklung
09,2 M.I.C.E.	19,2 Consulting-Instrumente und Maßnahmen
09,3 Event- und Tourismusrecht	19,3 Strukturierung von Beratungsprojekten
09,4 Operatives Controlling	19,4 Beratungsprojekt "HR-Consulting" / Marketingberatung
10. Health- & Sports Tourism	20. Markt- und Werbepsychologie
10,1 Health Tourism & Medical Wellness	20,1 Konzepte und Modelle der Markt- und Werbepsychologie
10,2 Sporttourismus: Ökonomie, Theorien und Konzepte	20,2 Werbegestaltung
10,3 Gesundheits- und Sportsoziologie	20,3 Neuromarketing and Other New Methods for Consumer Analysis
10,4 Operations Management	20,4 Psychologische Methoden der Datenerhebung u. -analyse

11. Hotel- und Food & Beverage Management
11,1 Hotelmanagement
11,2 Quality Management & CRM
11,3 Food & Beverage Management
11,4 Price Management

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. We offer one Business Certificate program in Hamburg.

Fall semester (30 ECTS)

Core Business Subjects

BLOCK V

- Marketing Controlling (5 ECTS)
- International Finance Management (5 ECTS)
- Strategic Controlling (5 ECTS)
- International Trade and Sales (5 ECTS)

Specialization

PSYCHOLOGY & MANAGEMENT TRACK

- Consumer Psychology (5 ECTS)
- Structuring of Consulting Projects (5 ECTS)

English Track (ISM Business Certificate):

The ISM Business Certificate consists of four core business subjects each bearing 5 ECTS. The core courses can be combined with two courses the specialization track, also bearing 5 ECTS each.

Core courses block 5:

Marketing Controlling

Nowadays, modern business administration cannot exist without Controlling, which can be defined as the basis of data analysis on which managerial decisions are made. Controlling is also an indispensable tool when it comes to Marketing.

As much as experts agree on this theory, it is often very difficult to put this into practice. Marketers and Controllers don't really speak the same language, and yet they have to find a way to communicate with each other in order to identify the factors for a successful implementation of strategic and operational Marketing measures, while eliminating weak points.

In this module, participants will learn about the various tools used in Marketing Controlling by looking at practical examples and understanding the necessity and sense of efficient measures and tools.

International Financial Management

This course firstly delivers a concise summary of the key economic and corporate finance theories and tools in the international financial environment, thereby giving students a sound footing in assessing international financial flows. Secondly, it provides students with the principles of global finance, bank and country-risk assessment, techniques of risk management, and the range of options available for financing foreign trade and investment. Thirdly, by providing a primer on corporate strategy, capital budgeting and performance decisions, the course equips the student with the decision-making and hedging skills required for a company's foreign and financial trade operations.

Strategic Controlling

Strategic controlling is an essential part of a company controlling system. It is based on middle- and long-term considerations and focus on securing the long-term company survival and growth. Quantifiable as well as non-quantifiable factors are comprised and especially environments of a company such as markets, competitor, and consumer behavior are considered. Based on this framework strategies and concepts will be elaborated and implemented. Going in more detail the following contents are communicated: basic ideas of strategic controlling, company analysis and its environment, strategies of business segments, company strategies, value-based-controlling of strategies, controlling of strategies, methods of corporate foresight, performance-measurement systems.

International Trade and Sales

The lecture demonstrates the important function and the specifics of international trade and sales in the scope of market-orientated corporate management. Furthermore students learn how companies need to embrace and develop sales strategies in order to be successful in a competitive international market in the long run. At the same time the roles and functions of trade and sales, different trade and sales structures and the corresponding demands on the supplier will be presented. At the end of the course students will, for example, be able to apply the concepts, methods and instruments of international sales.

Specialization (there can be changes)

Psychology and Management Track

Consumer Psychology
Structuring of Consulting Projects

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.

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 advise 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. You always have to take all courses of one module. 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.**

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: - International Supply Chain & Logistics (2 ECTS) - Financial Risk Management (2 ECTS) - International Business Law (2 ECTS)	International Strategy & Business Development: - Strategic Management Tools & Processes (3 ECTS) - Business Planning & Modelling (3 ECTS) - Innovation Management (3 ECTS)
Managing the International Enterprise: - Strategy & the International Enterprise (2 ECTS) - Organisation & Process Management (2 ECTS) - Leadership & Change Management (2 ECTS) - Project Management (2 ECTS)	International Marketing: - Marketing Strategies (3 ECTS) - Advanced Market Research & Statistics (3 ECTS) - Customer Relationship Marketing (3 ECTS)
Quantitative Analysis & Decision Making: - Analysing Business Performance (2 ECTS) - Business Development (2 ECTS) - International Business Game (1 ECTS)	Soft & Communication Skills: - Negotiation & Communication Skills (2 ECTS) - Intercultural Communication (2 ECTS) - Language Training – German (3 or 4 ECTS, depending on the level)
Soft & Communication Skills: - 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 Pruefungsamt (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 Pruefungsamt (dorit.fiedler@ism.de for Bachelor or anna.kleyn@ism.de for Master) 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 Pruefungsamt 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. You will get 6 ECTS for the course if you pass the course successfully. Apart from that the ISM offers German classes throughout the whole semester. Please be aware that you need

an upper/intermediate level of German to successfully pass the semester at the ISM and an upper/intermediate level of English to participate in the classes of the foreign lecturers and the ISM Business Certificate. If you wish to participate in Italian or Chinese classes please watch out for announcements on the ISMnet.

3.5 The ISMnet (Intranet of the ISM)

The ISMnet 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 ISMnet 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 ISMnet, internal information as well as the descriptions of the lectures is published. Limited access to the ISMnet 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 ISMnet 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'. There 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 ISMnet 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 ISMnet. You will receive your Matrikelnummer via email together with your Student Data Sheet on your first day at ISM. 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 ☺.



The screenshot shows the homepage of the International School of Management (ISM) website. At the top, there is a navigation bar with links for 'THEMEN', 'E-LEARN', 'ISM-NET', 'ISM-APP', 'ISM-Alumni', 'Webs-Archiv', 'Downloads', and 'Internship'. Below the navigation bar, there is a main menu with links for 'ISM - STUDIENGÄNGE', 'WEITERBILDUNG', 'LEHRE & FORSCHUNG', 'SERVICEBEREICHE', 'INTERNATIONAL', 'CAMPUS', and 'PRESSE'. A red circle highlights the 'Ihr Account' link in the top left corner of the main content area. The main content area features a large image of students in front of the ISM building and text about being one of the best business schools in Germany. To the right, there is a sidebar with sections for 'Studenteninformationsstage', 'Mai 2011', 'Aktuelle ISM-Termintabelle', and 'Aktuelle ISM-Termintabelle'. At the bottom, there are two orange boxes: one for 'Melden Sie sich jetzt an zum Aufnahmetest für unsere Bachelor-Studiengänge (Vollzeit / Berufsbegleitend) und Master-Programme (Vollzeit / Berufsbegleitend)' and another for 'Informationsabende Bachelor und Master berufsbegleitend' on March 6th and 7th.

The screenshot shows the ISM-Net 2.0 homepage. On the left, there is a navigation sidebar with links for 'Startseite', 'FAQ', 'Veranstaltungspool', 'Community', 'Cafeteria', 'Wohnungsbörse', and 'Administrations'. Below this is a 'Login' section with 'Benutzername' and 'Passwort' fields, and a 'Login' button. A red circle highlights this entire section. The main content area has a 'Veranstaltungspool' button at the top. Below it, there is a section titled 'Aktuelle News' with a post about the 'ISM begrüßt Erstensemester' and another about the 'MEDIA ENTREPRENEURS DAY 2012, Berlin, October 18th'. At the bottom of the main content, there is a 'Wohnungsbörse' section.

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 “Forum”

- Is open for discussion on all kinds of topics
- Click on “Tauschen und Verkaufen” to access the ISM online flea market

Section “Wohnungsbörse” (Housing Market)

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

Section “Mitfahrzentrale” (Car Sharing Agency)

- You can enter lift offers and requests
- This offers you mobility even if you don't have a car and it's a good way to save money!

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.

The screenshot shows a course page for 'Intercultural Management'. On the left, there are sections for 'Course Outline' (Nicht verfügbar), 'Literaturhinweise' (Nicht verfügbar), and 'Organisatorisches/Klausurhinweise' (Nicht verfügbar). On the right, there is a 'Dozenten' section with two professors: James Culver (with a photo) and Sylvia Van Ziegent (with a photo). Below this is an 'Online-Ressourcen' section with links to 'Hofstede Country Survey Results' and 'Myth & Reality, European Gender Issues in Business'.

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

Studienorganisation (Study Organisation)

- Timetables for the MBA-students
- Group arrangements for language classes etc.

Sekretariat (Registrars Office & Student Services)

- You can download various documents (rules of the house, rules on scholarships etc.)
- Lost and found area
- Frequently asked questions (e.g. on the application procedure with the ISM)

Studentenvertretung (Student Council)

- Here you find all information about the representatives of the student body
- Student projects
- Newsletter
- Announcements (Parties, Student meetings etc.)

4 SOCIAL LIFE & ACTIVITIES

4.1 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.

For all trips and events you can sign in the ISMnet ("Teilnehmerlisten"). This procedure is explained to you later...

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.

4.2 Student Clubs and Extracurricular Activities

ISM-students have founded a number of student clubs. Variety ranges from consulting (ConsultISM), tourism (AKTourISM) and supporting charity organizations (SupportISM) to politics (PolitISM) and finance (AK Banking). You will find more information on these clubs and their activities on the ISMnet>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.

Students like to enjoy their time off as well. Due to the work of the event committee (EventISM) you will not miss any party or event as the committee will put up announcements in several places in the building. These events are a great chance to meet local students and have good fun!

4.4 Lunch and Vending Machines

Unfortunately we do not have a cafeteria on the campus. But in the Hafencity you have a couple choices to get something to eat. The Schanzenbäcker next door is a good possibility for a snack. There you can get any kinds of rolls, pastries but also salads, pasta and other warm dishes. In addition in summer 2012 a new Italian restaurant called "Rudolph's" opened (behind ISM). You can get a discount if you show your ISM ID card and you only have to pay 5 Euro for the daily menu (www.rudolphs-hamburg.de). During lunch break you will have enough time to go to the Überseequartier or to the Europa Passage to have a quick lunch meal.

On the ground level you will find a vending machine with sweet and salty snacks and soda. A coffee machine, a microwave and a water boiler which you can use for brought dishes. These machines have proven life-saving when having a long day at the ISM.

4.5 Student life in Hamburg

The city of Hamburg – a short portrait

Hamburg is Germany's second largest city and home to 1,8 million people. With a harbor, interconnecting waterways, and hundreds of canals, Hamburg has more bridges than Amsterdam and Venice combined, all adding up to a great city with lots of maritime charm.

Hamburg's 800-year-old harbor, one of the largest ports in the world, was the starting point for many life-changing journeys: Between 1850 and 1939, more than 5 million people from all over Europe emigrated from Hamburg to the New World.

Hamburg is known for elegant shopping, world-class museums, and the legendary nightlife hub Reeperbahn which is also home to one of the biggest red light districts in Europe. Due to the northern location and westerly winds, which blow in moist air from the North Sea, you should always be prepared for rain. While Hamburg summers are pleasantly warm and breezy, winters can be very cold.

Museums

Hamburger Kunsthalle

→largest art museum in Germany

Miniatur Wunderland

→largest model railroad system in the world)

Spicy Spice Museum

→hands-on museum with over 900 exhibits from the last centuries

Hamburg Dungeon

→journey through the dark past of the Hanseatic city

Ballinstadt

→dedicated to the emigrants who headed off to the new world

Churches

St. Michaelis Church (protestant)

The Hamburg landmark is better known as the “Michel”. The Michel is one of the most important churches in the North of Germany and the most famous church in Hamburg. It was built between 1648-1661 in the baroque architectural style. The Michel is the main church in the new town (Neustadt) of Hamburg. The others are St. Petri (1195), St. Nikolai (1195), St. Jacobi (1255) and St. Katherinen (1255).

Domkirche St. Marien (catholic)

Domkirche St. Marien (English: St. Mary's Cathedral) is a Roman Catholic cathedral in Sankt Georg, Hamburg, Germany, and the cathedral of the Roman Catholic Archdiocese of Hamburg (as of 1995). The cathedral stands in Danziger Straße and was built between 1890 and 1893 to the designs of Arnold Güldenpfennig

Islamisches Zentrum Hamburg (Mosque)

The Islamic Centre Hamburg is one of the oldest Shia mosques in Germany and Europe. Established in Hamburg in the late 1950s by a group of Iranian emigrants and business people it rapidly developed into one of the leading Shia centres in the Western world. Many leading Iranian theologians and politicians (including Ayatollah Beheshti, Ayatollah Mohammad Mojtabah Shabestari or Mohammad Khatami) have spent time (often years) here, have encountered and studied Western sciences and philosophy and contributed to the Western understanding of Shia Islam.

Restaurants - American

Doris's Diner

Grindelhof 43
20146 Hamburg
Telephone: 040 44 02 78
Price range: low/mid
www.doris-diner.de

Hollywood Canteen

Gärtnerstraße 94 a
20253 Hamburg
Telephone: 040 49 80 35
Price range: mid
www.hollywood-canteen.de

Mamalicious

Max-Brauer-Allee 277
22769 Hamburg
Telephone: 040 1800 43 82
Special: Breakfast/Lunch
Price range: low

Restaurants - Asien

Man Wah

Spielbudenplatz 18
20359 Hamburg
Telephone: 040 319 25 11
Price range: mid/high
www.doris-diner.de

Golden

Wartenau 4
22089 Hamburg
Telephone: 040 254 32 94
Price range: low/mid
www.chinarestaurant-golden.com

Thang Long

Grindelallee 91
20146 Hamburg
Telephone: 040 68 87 66 21
Price range: low

Restaurants - civil

Oberhafenkantine

Stockmeyerstr. 39
20457 Hamburg
Telephone: 040 32527414
Price range: low
www.oberhafenkantine-hamburg.de

Klippkroog

Große Bergstraße 255
22767 Hamburg
Telephone: 040 57 24 43 68
Price range: low
www.klippkroog.de

Schlachterbörse

Kampstraße 42
20357 Hamburg
Telephone: 040 43 65 43
Price range: very high
Special: meat
www.schlachterboerse.de

Restaurants - French

Le Plat du Jour

Dornbusch 4
20095 Hamburg
Telephone: 040 32 14 14
Price range: mid
www.leplatdujour.de

Goldene Gans

Rotheestr. 70
22765 Hamburg
Telephone: 040 39 90 98 78
Price range: high
www.goldene-gans.eu

La Mirabelle

Bundesstr. 15
20146 Hamburg
Telephone: 040 410 75 85
Price range: very high
www.la-mirabelle-hamburg.de

Restaurants - Greek

Christos

Osterstr. 2
20259 Hamburg
Telephone: 040 43 09 26 57
Price range: mid
www.restaurant-christos.info

Zeus

Stellinger Weg 16
20255 Hamburg
Telephone: 040 49 86 75
Price range: low
www.zeus-hh.com

Pinakas

Grindelhof 64
20146 Hamburg
Telephone: 040 18 10 23 75
Price range: mid/high

Restaurants - Italien

Trattoria da Enzo

Wexstr. 34
20355 Hamburg
Telephone: 040 35 71 33 66
Price range: mid
www.trattoria-enzo.de

Pane e Tulipani

Klosterwall 23
20095 Hamburg
Telephone: 040 80 60 18 66
Price range: low/mid
www.pane-e-tulipani.eu

La Baracca

Am Sandtorkai 44
20457 Hamburg
Telephone: 040 284 67 37
Price range: mid/high
www.labaracca.eu

Restaurants - Oriental

L'Orient

Osterstr. 146
20255 Hamburg
Telephone: 040 43 28 16 51
Price range: mid
www.restaurant-lorient.de

Saliba

Leverkusenstr. 54
22761 Hamburg
Telephone: 040 85 80 71
Price range: high
www.saliba.de

Békaa

Rentzelstr. 50
20146 Hamburg
Telephone: 040 45 49 75
Price range: low/mid

Restaurants - Spanish

Arcada

Gertigstraße 7
22303 Hamburg
Telephone: 040 27 80 50 60
Special: Tapas
Price range: low/mid
www.arcada-hamburg.de

Casa Franco

Rambachstr. 7
20459 Hamburg
Telephone: 040 58 96 75 76
Price range: mid
www.casa-franco.com

El Toro

Kleiner Schäferkamp 21
20357 Hamburg
Telephone: 040 45 95 51
Price range: high/very high
www.el-toro.de

Restaurants in the city

Vapiano

Kurze Mühren 20
20095 Hamburg
Food: Pizza, Pasta, Salad
Telephone: 040 303847-46
www.vapiano.de

Vapiano

Hohe Bleichen 10
20354 Hamburg
Food: Pizza, Pasta, Salad
Telephone: 040 3501-9975
www.vapiano.de

Vapiano

Rothenbaumchaussee 76
20148 Hamburg
Food: Pizza, Pasta, Salad
Telephone: 040 3501-9975
www.vapiano.de

Cha Cha
Große Bleichen 16
20354 Hamburg
Food: Thai Street Kitchen
Telephone: 040 8222 870 80
www.eatchacha.com

Jim Block
Dammtorstraße 29-32
20354 Hamburg
Food: Burger
Telephone: 040 32 08 83 60
www.jim-block.de

Hofbräu am Speersort
Speersort 1
20095 Hamburg
Food: Bavarian
Telephone: 040 570 15 371
www.hofbraeu-wirtshaus.de

Sushi Circle
Colonnaden 5
20354 Hamburg
Food: Sushi
Telephone: 040 357 180 73
www.sushi-circle.de

Cha Cha
Europa Passage
20095 Hamburg
Food: Thai Street Kitchen
Telephone: 040 76 79 72 01
www.eatchacha.com

Prego
Lilienstraße 36
20095 Hamburg
Food: Pizza/Italien
Telephone: 040 30 39 22 97
www.prego-hh.de

Hofbräu an der Alster
Esplanade 6
20354 Hamburg
Food: Bavarian
Telephone: 040 34 99 38 39
www.hamburg-hofbräuhaus.de

ALEX
Jungfernsteig 54
20354 Hamburg
Food: Quick Food
Telephone: 040 350 18 70
www.alexgastro.de

Jim Block/Block House
Jungfernstieg 1
20095 Hamburg
Food: Burger/Steak
Telephone: 040 30382215
www.block-house.de

Mr. Cherng
Speersort 1
20095 Hamburg
Food: Chinese
Special: Lunch Buffet
Telephone: 040 39 87 03 66
www.mr-cherng.de

Friesenkeller
Jungfernstieg 7
20354 Hamburg
Food: Hamburg/Fish
Telephone: 040 357 606 20
www.friesenkeller.de

Grill&Green
Bleichenbrücke 9
20354 Hamburg
Special: Brunch
Telephone: 040 35 30 50
www.grillandgreen.de

Bars

CIU
Ballindamm 14-15
20095 Hamburg
Kind: Cocktail Bar
Special: view on the Binnenalster

20 up
Bernhard-Nocht-Straße 97
20359 Hamburg
Kind: Cocktail Bar
Special: view over the harbour

Sands Bar
Dammtordamm 2
20354 Hamburg
Kind: Cocktail Bar
Special: at the Planten & Bloomen Park

Goldfischglas
Bartelsstraße 30
20357 Hamburg
Kind: scene bar
Special: Retro style

Christansen's
Pinnasberg 60
20359 Hamburg
Kind: Cocktail Bar

Katze
Schulterblatt 88
20357 Hamburg
Kind: scene bar

Barbarabar
Hamburger Berg 11
20359 Hamburg
Kind: kicker bar

Finnegans Wake
Börsenbrücke 4
20457 Hamburg
Kind: irish pub

Roschinskys
Hamburger Berg 19
20359 Hamburg
Kind: Scene bar; dance bar

Hans Albers Eck
Hans-Albers-Platz 20
20359 Hamburg
Kind: scene bar, dance bar

Zwick
Mittelweg 121a
20148 Hamburg
Kind: scene bar

Frau Möller
Lange Reige 96
20099 Hamburg
Kind: scene bar

Clubs

Moondoo

Reeperbahn 136
20359 Hamburg
Music: House, Electro
Specials: Theme nights
Open: Thursday, Friday, Saturday
Student night: Thursdays

Neidklub

Reeperbahn 25
20359 Hamburg
Music: House, Electro
Open: Friday/Saturday

H1

Conventstr. 8-10c
22089 Hamburg
Music: House, Electro
Specials: often known DJ's
Open: Wednesday/Saturday
Student night: Wednesdays

Club du Nord

Mühlenkamp 43
22303 Hamburg
Music: House, Electro
Specials: no entrance fee
Open: Tuesday-Saturday
Student night: Tuesday,
Wednesday, Thursday

Upper East

Simon-von-Utrecht-Str. 31
20359 Hamburg
Music: House, Electro
Specials: **member club**
Open: Friday/Saturday

Privileg

Levantehaus
20095 Hamburg
Music: Electronic, House
Specials: **member club**
Open: Friday/Saturday

Supermarkets

Look for:



Lidl



Aldi



Penny



Edeka



Real



Plus



Rewe

Drugstores

Look for:



Rossmann



Jeden Tag Gutes tun. Budni



dm-market



Ihr Platz

These stores are spread all over the city and for sure close to your home, too.

Shopping

There is no need to say that you will find stores for shopping all over the city. Especially the Mönckebergstraße and the Hanse Viertel are known as "the" shopping area in Hamburg. Here you can find several stores like:

Peek & Cloppenburg (clothes), H&M (clothes), Mango (clothes), Zara (clothes), Karstadt (department store), Galeria Kaufhof (department store), Saturn (electronics), Thalia (books), C&A (clothes), Olymp & Hades (clothes), Bijous Brigitte (accessoires), Apple ...etc. but also high class fashion at:

Hugo Boss, Porsche Design, Lacoste, Tiffany & Co., G-Star, Louis Vuitton, Hermès, Escada, Gucci, Burberry, Ralph Lauren, Chanel ... etc.

If you are looking for a special store you can certainly find it on the internet or just ask your friends from the ISM.

4.6 How to open a bank account

The Hamburger Sparkasse (short: Haspa) has a branch near the University where students can open a bank account just for one semester. It is important to make an appointment. Please bring the following papers with you: passport, student ID card and the residence permit.

Haspa Hafencity
Überseeboulevard 5
20457 Hamburg

Tel. 040 3579 2672

Fax. 040 2716 9985

www.haspa.de

Office Hours:

Monday + Wednesday 10.00 – 17.00

Tuesday + Thursday 10.00 – 18.00

Friday 10.00 – 16.00



4.7 Car rental

There are different car rentals available:

www.europcar.com

Europcar Autovermietung
Rödingsmarkt 14
20459 Hamburg
Tel. 040 37 86 220

www.starcar.de only available in German language

Starcar Kraftfahrzeugvermietung
Eiffestraße 580
20537 Hamburg
Tel. 040 219 71 70

www.sixt.com

Sixt Car Hire
Central Train Station (Hauptbahnhof)
Heidi-Kabel-Platz 16
20099 Hamburg
Tel. 08442 48 66 20

www.hertz.com you can choose the language on top of the page

Hertz Autovermietung

Kirchenallee 34
20099 Hamburg
Tel. 040 280 12 01

In general you can rent a car with a valid driving licence from your home country. In addition to it, you need to bring a notarized translation of the driving licence with you. OR: You can get an international driving permit. In that case you do not need any translation. Please check out how to get an international driving permit in your home country.
If you are under 23, you will often have to pay an extra charge when renting a car. Please check the homepages for more information.

4.8 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. For a first overview, here is a table of some of the cheapest offers available.

	Fonic	Tchibo	Simyo	Blau.de	Medion Aldi Talk
Cost of Card	19,99	9,95	19,95	19,00	14,99
Included Credit	10,00	1,00	10,00	10,00	10,00
Valid for	6 months	12 months	6 months	6 months	6 months
Invoice Pulsing	60/60	60/1	60/60	60/60	60/1
Costs for Calls					
Landline	0,09	0,15	0,099	0,099	0,13
Mobile Network	0,09	0,15	0,099	0,099	0,13
On-net	0,09	0,15	0,099	0,099	0,13
Access to Voicemail	free	free	Free	free	Free
Other					
Text messages	0,09	0,15	0,099	0,099	0,13
Net	O2	O2	E-Plus	E-Plus	E-Plus
Distribution	Website, Lidl Stores	Tchibo Stores, Tchibo online	Simyo website	www.blau.de, Real and Plus Stores	Aldi stores

You can find all of these stores in the city centre.

The closest Lidl store to the ISM you will find:

Steindamm 94, 20099 Hamburg → close to the Hauptbahnhof

The closest Tchibo store to the ISM you will find:

Rathausmarkt 10, 20095 Hamburg → in front of the city hall

The closest Real store to the ISM you will find:

Beim Strohhause 8, 20097 Hamburg → S-Bahn Berliner Tor
Neuer Kamp 31, 20359 Hamburg → U-Bahn Feldstraße

The closest Aldi store to the ISM you will find:

Eiffestraße 406-418, 20537 Hamburg → S-Bahn Berliner Tor
Klaus-Groth-Straße 91, 20353 Hamburg → S-Bahn Landwehr
Lübecker Straße 116-124, 22087 Hamburg → S-Bahn Landwehr
Paul-Roosen-Straße 43, 22767 Hamburg → S-Bahn Reeperbahn
Grindelberg 27, 20144 Hamburg → U-Bahn Hoheluftbrücke

4.9 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.

4.11 Medical Service

If you are ill and you need medical service (general practitioner), then you can have a look at: www.aerztekammer-hamburg.de/patienten/hamb_aerzte.htm

Please fill out the following parts:

- Please click on "Allgemeinmedizin" in the second box
- Choose the district you live in

4.12 Sports Program

Gym: ISM has no own sports program but we are part of the Hamburg Hochschulsport which offers a high variety of different sport programs only for students. There are several possibilities to strengthen your body, stay in shape or just relax during a good work out. You can sign up for Hamburg Hochschulsport at the beginning or during the semester. The Sports card costs 30,-€ and you can participate in more than 200 sport courses and 80 kinds of fitness, endurance, ball, health, dance or fight offers. If you are interested, check out the website or look for the flyers at the entrance of ISM. Of course, Hamburg offers more sport programs than just one. Also check

- Fitness First
- Mc Fit
- Sport Spass → similar to Hamburg Hochschulsport, only 8€ per month

5 INFORMATION ON ACCOMMODATION SEARCH

The ISM itself does not have its own student boarding house. You may either apply at private or subsidized residences in Hamburg or look for accommodation on the private housing market. You must know that the housing situation in Hamburg is tight and apartments are high priced as many new people are moving into the area. In addition, approx. 75.000 students (including 9000 students from abroad) are enrolled in higher education institutions in Hamburg. Therefore, we cannot guarantee a room in any of the residences on the following pages. Chances are better, if you apply early.

Please note: It is often rather difficult for exchange students to find a room that suits their needs and is available for the exact dates of their stay in Hamburg. Many students have very definite ideas about the kind of accommodation that they would like to stay in, however it is usually necessary to make compromises in order to find a room.

You can also at the EventISM Facebook page where rooms offers are posted often.

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 Hamburg a few days prior to semester start.

Here is an overview of the different parts of Hamburg:



The words in bold are the most favourite areas for students.

Hamburg-Mitte

Hamburg-Altstadt, Hafencity, Billbrook, Billstedt, **Borgfelde**, Finkenwerder, Hamm, Hammerbrook, Horn, Kleiner Grasbrook, Neustadt, Rothenburgsort, St. Georg, **St. Pauli**, Steinwerder, Veddel, WALTERSHOF, Wilhelmsburg

Altona

Altona-Altstadt, **Altona-Nord, Sternschanze, Ottensen**, Bahrenfeld, Groß Flottbek, Iserbrook, Lurup, Ostdorf, **Blankenese**, Nienstedten, Othmarschen, Rissen

Eimsbüttel

Eimsbüttel, Rotherbaum, Harvestehude, Hoheluft-West, Lokstedt, Niendorf, Schnelsen, Eidelstedt, Stellingen,

Hamburg Nord

Alsterdorf, **Eppendorf**, Groß Borstel, Hoheluft-Ost, **Winterhude**, Fuhlsbüttel, Langenhorn, Ohlsdorf, **Barmbeck-Süd, Barmbeck-Nord**, Dulsberg, Uhlenhorst

Hamburg-Wandsbek

Eilbek, Jenfeld, Marienthal, Tonndorf, Wandsbek, Farmsen-Berne
Hamburg-Bergedorf
Hamburg-Harburg

SHARED FLATS (especially for students):

If you are interest in a shared flat, we strongly recommend to have a look at
www.studenten-wg.de or www.wg-gesucht.de or www.easywg.de.
You can also announce your own request there so that other persons can get in touch with you if they have an appropriate offer.

ROOMS/FLATS:

www.studenten-welt.de/studentenleben/studenten-wg/wg-zimmer-hamburg
www.campus-hamburg.de/anzeigen/wohnboerse.html
www.hamburg.studenten-wohnung.de
www.wohnung-jetzt.de

INTERNET PLATFORMS (often not furnished):

www.wohnpool.de
www.immobilienscout24.de
www.immonet.abendblatt.de
www.immonet.de
www.immobilio.de
www.citymiete.de

BUDGET SHORT TIME ACCOMMODATION / FIRST DAYS IN HAMBURG

WIMDU:

Wimdu is a platform for private accommodation worldwide and has more than 25.000 options in 100 countries, especially if you look for a room for the first days:

<http://www.wimdu.de/hamburg>

A&O Hostels:

There are two hostels in Hamburg close to ISM

- From the “A&O Hamburg Hauptbahnhof” you can walk to ISM.
- The new hostel “A&O Hamburg City Sued” has more than 2000 beds.

RESIDENCES:

Studentenwohnheim 'Haus Bauhütte': www.studentenwohnheim-hh.de
Christophorushaus: www.christophorus-haus-ev.de
Albertina Studentenwohnheim e.V.: www.albertina.de
Studentenwohnheime Hamburg e.V.: www.studentenwohnheime-hamburg.de
Franziskus-Kolleg: www.franziskus-kolleg.de
Studierendenwerk Hamburg: www.studierendenwerk-hamburg.de

ACCOMMODATION AGENCY (one of the easiest options!)

Home Company:

If you would like to search for an apartment via agency, we can recommend you www.hamburg.homecompany.de/. The application form can very easily be completed online and people at the agency speak English. They offer a wide range of short-term, furnished apartments, and you have to pay the commission only after you successfully signed the tenancy agreement.

Zeitwohnen:

You can also find offers (also in English and French) here: <http://zeitwohnagentur-hamburg.de/>. You can also see the exact address of the flats on google maps. Here you also have to pay the commission only after you successfully signed the tenancy agreement.

In the ISM-intranet (www.ism-net.de>Wohnungsboerse) you can find apartments for rent/share by ISM. Many students from the ISM Hamburg who spend their semester abroad during the time you will be in Hamburg 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. You will also get flat offers via email from the ISM International Office (if ISM students would like to sublet their apartments).

6 GENERAL INFORMATION

General information about studying in Germany or about universities in Germany can be found here:

- www.daad.de (DAAD = German Academic Exchange Service)
- www.young-germany.de (a career, education and lifestyle guide)

7 GENERAL CONTACTS

Studentensekretariat (Student Services)

Gudrun Wiegmann (Tel. +49 40 31 99 33 9 0,
Email: gudrun.wiegmann@ism.de)

Studienorganisation (Study Organization)

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Career Center (Internships)

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EDV-Administration (IT)

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Email: juergen.toens@ism.de)

Bibliothek (Library)

Svetlana Kalkum (Room HH003, Tel. +49 40 31 99 33 9 18,
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* All rooms which start with an A or B are located in Dortmund.

See you at the ISM!

Bis bald!