The International University Bad Honnef was founded in 1998 as a private, state-approved University of Applied Science for Management. With currently approx. 1,500 students our campus prepares students for international careers in service management. All courses are held in English and professors come from all over the world which adds to the international flair we have on campus.

IUBH is the only German University of Applied Sciences belonging to the association of the "Leading Hotel Schools of the World". Furthermore, IUBH holds the UNWTO.TedQual Certificate by the World Tourism Organisation of the United Nations. Our students benefit both from our global network of partner universities and companies and from the modern infrastructure on campus. Due to the practice oriented studies in English our students are perfectly prepared for their international careers.

International Office

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IUBH School of Business and Management
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Location: BAD HONNEF

Bad Honnef is located in the very west of Germany close to Bonn, the former capital of Germany. With a population of approx. 27,000 Bad Honnef is to be considered a medium sized city, which makes it a beautiful and relaxing place to live.

The river Rhine is directly accessible and the excellent rail and tram network makes it easy to get to the bigger cities such as Bonn, Cologne or even Frankfurt.

Approximate distance/travel time (via train) to popular European cities:
- Bonn = 20 km/ 45 mins
- Cologne = 45 km/ 50 mins
- Düsseldorf = 90 km/ 1 hr. 30 mins
- Frankfurt = 150 km/ 2 hrs.
- Hamburg = 470 km/ 5 hrs.
- Munich = 530 km/ 5 hrs. 30 mins
- Berlin = 630 km/ 6 hrs.
- Paris = 530 km/ 4 hrs. 30 mins
- Amsterdam = 310 km/ 4 hrs.
- Vienna = 860 km/ 9 hrs.
- Bruges = 350 km/ 4 hrs. 30 mins
- Prague = 650 km/ 8 hrs. 30 mins

Bonn is a bustling university city which has many cultural and social events for students. In addition to its many historical sights and museums, Bonn is home of many international organisations which give the city an international flair.

http://en.wikipedia.org/wiki/Bad_Honnef
http://www.bad-honnef.de/ (only in German)
<table>
<thead>
<tr>
<th>Major / Degrees</th>
<th>Dual Degree Study Programmes</th>
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<tbody>
<tr>
<td></td>
<td>International Tourism Management (ITM), International Hospitality Management (IHM)</td>
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<td></td>
<td><strong>Bachelor of Arts:</strong> Tourism Management (TMM), Hospitality Management (HPM), International Event Management (IEM), Aviation Management/International Aviation Management (AM/IAM), International Management (BIM), International Marketing Management (IMM).</td>
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<tr>
<td></td>
<td><strong>Master of Arts:</strong> Transport &amp; Logistic Management (MTL), International Management (MIM) with focus on either Aviation, Hospitality, Marketing, Accounting &amp; Finance, Human Resources, Health Care or IT-Management.</td>
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<tr>
<th>Academic Calendar</th>
<th>Winter Semester (Sem 1): beginning of September – mid February</th>
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<td>Summer Semester (Sem 2): beginning of March – end of July</td>
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<tr>
<th>Orientation</th>
<th>Orientation Week is a week before classes start and is mandatory. There will be a mix of general intro-events for all students – domestic and international - which will give new exchange students an opportunity to mix and mingle with all students new on campus, and to meet members of staff and faculty.</th>
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<td></td>
<td>The International Office organizes an introduction for international students and exchange students, called <strong>International Student Prep Day</strong>. On this day, exchange students will be informed about important formalities, and are able to clear up problems or concerns they still might have. To round off the day, there is usually also an informal get-together organized by the International Office for all new international and exchange students together with their IUBH GReeTERs. <strong>Students will receive exact dates closer to the start of the semester.</strong></td>
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<tr>
<th>Application Deadline</th>
<th>1st of May for exchange students commencing in autumn (semester 1 – SEPT-FEB)</th>
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<tr>
<td></td>
<td>1st of November for exchange students commencing in spring (semester 2 – MARCH-JULY)</td>
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<th>Application Materials</th>
<th>Exchange students have to be nominated by a coordinator at their home institution who then sends the application documents to the International Office at IUBH. The following documents are required:</th>
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<tr>
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<td>• Curriculum Vitae in English</td>
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<td>• Letter of motivation</td>
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<td></td>
<td>• Current transcript of home institution</td>
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<td>• Passport copy</td>
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<td>• 2 passport sized photos</td>
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<td></td>
<td>• Evidence in German or English of sufficient health insurance coverage</td>
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<td></td>
<td>• Financial Declaration Form</td>
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<td>• Home institution testimonial (350-500 words)</td>
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<tr>
<th>FEES and COSTS</th>
<th>All nominated exchange students from our partner universities continue to pay tuition fees at their home institution. Other costs students need to budget for, however, are:</th>
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<tbody>
<tr>
<td></td>
<td>• Accommodation (approx. 400 € per month)</td>
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<tr>
<td></td>
<td>• Living expenses (approx. 250 -300 € per month) depending on lifestyle</td>
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<tr>
<td></td>
<td>• <strong>Semester ticket</strong> fee 123,50 € for 6 months Every student needs to purchase this semester transportation ticket and it is included in the student’s enrolment papers. The semester ticket entitles students to use all public transportation means (bus, train, tram) within a certain area (<a href="http://www.vrsinfo.de/englisch/the-vrs/vrs-about-us.html">http://www.vrsinfo.de/englisch/the-vrs/vrs-about-us.html</a>).</td>
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### Campus Gastronomy

**Campus Card**

During Orientation, all exchange students will receive the IUBH Campus Card which can serve as a means of payment within the on-campus gastronomy:

- Mensa (University cafeteria)
- anno Restaurant
- Dallmayr Café
- Charly’s Bar

Exchange students can load money onto their IUBH Campus Card at our service points as needed.

### Accommodation

**Off-Campus**

On-campus housing has many advantages: the proximity to the classrooms and fellow students, and the diversity of on-campus gastronomy.

Rental contracts are for the duration of a full semester. This includes lecture-free periods, for example - semester breaks.

Apartments on campus cost between 390 € and 455€ per month including utilities.

We try to offer on campus housing to all of our exchange students, however, due to limited availability, we urge each student to apply as soon as possible through this link:


Students who arrive in Germany before the beginning of their IUBH rental contract on the 1\textsuperscript{st} of the month should make alternative arrangements (hostel, hotel or similar) for the first few days until they are able to move into the IUBH dorms.

As most exchange students will be in touch with the International Office, it is useful to mention that you have applied for on-campus housing, or to inform us of your plans.

Off-campus housing in Bad Honnef is very limited and for international students who do not speak much German, it is even harder to find something. Most of the landlords offering apartments do not speak English. Rental contracts for a limited duration of just several months, for example, are also very difficult to find.

### Language

The language of instruction at IUBH is English.

A **minimum** English language prerequisite is one of the following or equivalent:

- B2 (Common European Framework of Reference of Languages)
- 80 TOEFL(iBT)
- 6,0 IELTS

### Courses

IUBH requires exchange students to be enrolled in the equivalent of a minimum of 15 ECTS per semester – the norm is 30 ECTS which also tends to be a requirement for students coming through the ERASMUS+ program. It is every exchange student’s responsibility to ensure that he/she meets the requirements of their home institution regarding course enrolment.

Based on the IUBH Course Pre-Registration Forms submitted to us by exchange students prior to arrival, our Planning Office will compile preliminary timetables. The preliminary timetables will be made accessible during orientation week. Course changes can be made only within the adding and dropping period in the first two weeks of the semester.

**Dual Degree Exchange Students** will have set timetables based on the contractual agreement between IUBH and their home institution.
### Class Attendance

The IUBH teaching approach is based on the idea that regular course attendance is necessary to successfully complete a course and therefore attendance is taken in class.

Regular Attendance (at least 80% of total lectures) of language classes and project courses is mandatory and a prerequisite for admission to the final exams.

Continuous examinations, otherwise known as C.E., take place throughout the semester and can be in the form of written exams, oral exams, written assignments (with an oral presentation), or project work.

Illness during any examinations (C.E, resits, midterm and final examinations) and the inability to sit examinations must be documented with a doctor’s note submitted in a timely manner.

Repetition of all exams, including C.E., must be registered with the examination office.

Exam enrolment is not automatic! All students must formally register for exams they wish to take. The IUBH Exam Office publishes registration instructions and deadlines through the IUBH intranet CARE.

### Insurance

#### Health Insurance

All students need to provide evidence that they have health insurance coverage in Germany – **this is a mandatory enrolment requirement**! Students should check before coming to Germany if their health care provider covers their stay in Germany/Europe. **If so, students must provide evidence of this (in German or English!).**

Should their insurance not include an international policy which covers them in Germany, students can purchase German Health Insurance immediately upon arrival, but must be sure to have coverage until then eg. in the form of travel health insurance.

Special offers are often available for students under the age of 30 in Germany at a cost of approximately 70-80 € per month and can be purchased upon arrival.

While travel insurance *may not* suffice for the full duration of stay for the purposes of enrolment, health insurance purchased from the home institution and valid for the full duration of IUBH enrolment (irrespective of actual travel dates) can often be accepted for exchange students.

However, IUBH recommends purchase of German Health Insurance on arrival to avoid unforeseen complications with local German doctors or hospitals that may or may not accept international travel insurance unfamiliar to them.

Further information will be provided during International Student Prep Day and Orientation.

#### Liability Insurance

Liability insurance is also very important. It protects the holder when they are at fault for an accident or the loss or damage of something.

Students are also highly advised to take out third party liability insurance. [http://www.howtогermany.com/pages/insurance.html](http://www.howtогermany.com/pages/insurance.html)

### Visa Issues

Students requiring a German visa need the IUBH Letter of Acceptance to apply for this. Please check with your nearest German Embassy/Consulate regarding which visa requirements apply to you.
Please note that although students from some countries may not need a visa to enter Germany and are able to apply after arrival, we recommend arriving in Germany with a valid visa if possible.

The International Office will assist new non-EU exchange students with the next step of arrival, namely the application for a “residence permit for the purpose of study” (“Aufenthaltserlaubnis zu Studienzwecken”). The application needs to be made as soon as possible after arriving in Germany and at the latest 6 weeks prior to the expiration date of the entry visa and/or within three months of arrival in Germany.

More information and guidance will be given during Orientation.

IUBH GReeTER Programme

This is an International Office-managed student VOLUNTEER programme. Our IUBH GReeTERS are not professional guides or paid staff – they are keen to meet and assist new international and exchange students and are often the first personal student contacts new students will have before and upon arrival in Germany.

IUBH GReeTERS assist new international and exchange students with some of the important first organisational steps which need to be taken care of on- and off-campus after arrival. They welcome individual students OR small groups and will work together as a team with the International Office to facilitate arrival matters.

The IUBH International Office will establish contact between exchange students and the IUBH GReeTERS prior to arrival.

Laptops

Every student needs a laptop/notebook. Students have to be integrated into the campus network by our IT Department soon after arrival. Further information can be found at:


Recommended operating systems:
Windows 7 or Windows 8.1 or Windows 10
**University Intranet**

**CARE**

*CARE - Campus Administration and Resource Environment* is the IUBH campus management system – essentially our intranet.

All exchange students have an info session concerning CARE during Orientation Week.

Every student has his/her own student account in CARE and can access important information about lectures, important rules and regulations, deadlines and events on campus through the system.

Timetables are published here for example and exam enrolment, which students will be actively prompted to undertake, takes place through CARE as well.

**Student Life**

There are many different cultural, athletic, and professional activities and societies at IUBH.

For example, the Chef Society explores the many facets of food and cooking. The Grape Society is all about tasting and evaluating wine, and the Sober Society aims at showing the fascinating world of beer. The International Society’s goal is to bring the diverse cultures on campus together with many various activities on and off campus. There is also the IUBH Speakers Corner to practice the many facets of public speaking.

There are many IUBH Sport Teams which are organized for students by students. Here are just a few of them: Handball, Basketball, Dancing, Volleyball and Soccer.

**Useful Links**

https://www.daad.de/en/
http://www.study-in.de/en/
http://www.tatsachen-ueber-deutschland.de/en/
https://www.deutschland.de/en

**What previous exchange students say about their experience at IUBH**

“As an international student pursuing a double degree at IUBH, I had an amazing experience immersing into the international setting that this university offers. Being able to study abroad has been a dream I’ve always wanted to pursue and this was a great opportunity as Germany is a great country to study in since the education system is very different from the one of the U.S; however I received continuous support from the staff and my professors which enabled me to accomplish my double degree after successfully completing a year here. Germany is a country rich in culture and the people are friendly which makes the transition easier. I had the opportunity to travel a lot and meet wonderful people who I know will remain long-term friendships and industry contacts.”

(A student from Niagara University, USA)
“IUBH is a great school with many wonderful opportunities for students. I was first greeted upon arrival here in September 2011 by my “GReeTER” at the airport, which was organized by the International Office. They helped us all ease into the quick and easy transition to living in a foreign country. The International Office has been there whenever I had questions and was beyond helpful. Also, teachers were easy to approach and talk to when I had questions about class and such. After this year at IUBH, I’m ready to explore and see what else the world has to offer me!”
(A student from Niagara University, USA)

“The staff in the IUBH University is the friendliest of all that I have seen so far in other universities” (A student from NHTV University Breda, The Netherlands)

“This semester is full of good memories and new friends that I will miss a lot. It has been a really good experience in my life. I would like to thank IUBH for a great experience.”
(A student from Universidad San Ignacio de Loyola, Perú)