

# Information

## for International Students

at the Faculty of Business Studies



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## Table of Contents

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<b>Welcome to Fachhochschule Dortmund!</b> .....	<b>4</b>
Introduction program: Timetable winter term 2026/27 .....	5
Important dates for the winter term 2026/27 .....	6
Academic calendar winter term 2026/27.....	7
<b>About Fachhochschule Dortmund: the people and campus</b> .....	<b>8</b>
University of Applied Sciences and Arts .....	9
The people .....	10
Heads of the Faculty of Business Studies .....	10
International Business Team.....	11
International Office.....	12
Faculty Exchange Point .....	13
Erasmus Student Network.....	14
The campus.....	15
Building overview .....	16
Faculty buildings – Finding your way.....	17
Computer lab/rooms.....	18
Library.....	19
Additional offers.....	20
University Sport.....	20
Language courses.....	20
Theater Dortmund.....	21
Events and event series .....	21
<b>Your studies at Fachhochschule Dortmund: B. A. International Business</b> .....	<b>22</b>
Study plan B. A. International Business Management Double Degree.....	23
Courses offered during the winter semester.....	24
Courses offered during the summer semester.....	26
General information.....	28
Grading scale used at Fachhochschule Dortmund.....	28

Managing Cross Border Projects.....	29
IT-systems of Fachhochschule Dortmund.....	30
Activation of FH identification .....	30
Authenticator app for iOS and Android .....	31
ILIAS.....	31
HisinOne .....	31
Studo-App .....	32
Course and exam registration and deregistration.....	32
FH card .....	33
Semesterticket .....	34
WebMail .....	34
WiFi access.....	35
WiFi via VPN .....	35
Internship Semester – Double Degree .....	36
Failed exam? – External Examination Procedure (EEP).....	37
<b>Coming to Dortmund: Your arrival .....</b>	<b>40</b>
Where to live in Dortmund .....	41
Students’ residences in Dortmund .....	41
Private accommodation .....	42
Public transport – Semester ticket .....	43
Cost of living .....	44
Semester contribution fee.....	44
Public Broadcasting License Fees.....	44
Registration in the city of Dortmund .....	47
Bank account.....	48
Discover Dortmund .....	49
Discover Germany, discover Europe .....	51

# Welcome to Fachhochschule Dortmund!

**Dear international students,**

A warm welcome to Fachhochschule Dortmund!

This booklet will help you find your way within our facilities. Furthermore, it provides you with some useful hints and information on orientation in the university, the city and more.



We wish you a great start!

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**Felix Wenger**  
Study Course Director

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**Pia Becker**  
Study Course Manager

## Introduction program: Timetable winter term 2026/27

Offers in September 2026			
TUE	1 September	Arrival of students	<b>Digital Enrolment:</b> You receive an email from the International Office. Registration at <b>City Hall</b> (all students) and <b>Immigration Office</b> (Non-EU students)
WED	2 September		
THU	3 September		
FRI	4 September		
SAT	5 September	Arrival of students	
SUN	6 September	Arrival of students	
MON	7 September	Arrival of students	<b>Digital Enrolment:</b> You receive an email from the International Office. Registration at <b>City Hall</b> (all students) and <b>Immigration Office</b> (Non-EU students)
TUE	8 September		
WED	9 September		
THU	10 September		
FRI	11 September		
SAT	12 September		
SUN	13 September		
MON	14 September	German Language Course (A1) 1pm – 5.15 pm (more Information from International Office)	
TUE	15 September	German Language Course (A1) 1pm – 5.15 pm (more Information from International Office)	
WED	16 September	German Language Course (A1) 1pm – 5.15 pm (more Information from International Office)	
THU	17 September	German Language Course (A1) 1pm – 5.15 pm (more Information from International Office)	
FRI	18 September	German Language Course (A1) 1pm – 5.15 pm (more Information from International Office)	
SAT	19 September		
SUN	20 September		
MON	21 September	<b>10:00 am in room EF42_A.2.02</b> <b>Greeting by International Office and ESN</b> <b>11:30 am: Official greeting by IB team and FEP</b> <b>12:00 pm: Introduction to FH systems; Introduction ILIAS, HisinOne (IT-systems) by the FEP</b> <b>13:00 pm: Lunch and Campus Facilities Walk</b>	
TUE	22 September		
WED	23 September		
THU	24 September		
FRI	25 September		
SAT	26 September		
SUN	27 September		
MON	28 September	<b>Block seminar week: Lectures in Marketing Research for Management Decisions and Innovation Strategies might take place. Check your schedule!</b>	
TUE	29 September		
WED	30 September		
THU	1 October		
FRI	2 October		
SAT	3 October		
SUN	4 October		
MON	5 October	<b>Start of weekly lectures</b>	

## Important dates for the winter term 2026/27

Winter term	
Semester start:	01.09.2026
Semester end:	28.02.2027
Lecture period:	28.09.2026 – 22.01.2027
Examination period:	25.01.2027 – 12.02.2027
Exam registration period:	01.11.2026 – 30.11.2026
Semester breaks / holidays	
Day of German Unity (bank holiday):	03.10.2026
All Saints Day (bank holiday):	01.11.2026
Autumn holidays	26.10.2026 – 30.10.2026
Christmas holidays:	24.12.2026 – 06.01.2027
Semester holidays:	From 13.02.2027 on

Introduction / Project / Block seminar weeks	
<b>Winter</b>	28.09.2026 – 02.09.2026
	23.11.2026 – 27.11.2026
<b>During these weeks no weekly lectures take place!</b> <b>Please check your schedule whether a block seminar takes place!</b>	

## Academic calendar winter term 2026/27

Lecture period: 28.09.2026 - 22.01.2027

		September		October		November		December		January		February							
1.	Tue	Dorms available		1.	Thu	1.	Sun	All Saints' Day		1.	Tue	1.	Fri	New Year's Day		1.	Mon	Exam Period	
2.	Wed			2.	Fri	2.	Mon			2.	Wed	2.	Sat	Christmas holidays - No lectures		2.	Tue		
3.	Thu			3.	Sat	Day of German Unity		3.	Tue	3.	Thu	3.	Sun			3.	Wed		
4.	Fri			4.	Sun			4.	Wed	4.	Fri	4.	Mon			4.	Thu		
5.	Sat			5.	Mon	Start of weekly lectures		5.	Thu	5.	Sat	5.	Tue			5.	Fri		
6.	Sun			6.	Tue			6.	Fri	6.	Sun	6.	Wed			6.	Sat		
7.	Mon			7.	Wed			7.	Sat	7.	Mon	7.	Thu	7.	Sun	Exam Period			
8.	Tue			8.	Thu			8.	Sun	8.	Tue	8.	Fri	8.	Mon				
9.	Wed			9.	Fri			9.	Mon	9.	Wed	9.	Sat	9.	Tue				
10.	Thu			10.	Sat			10.	Tue	10.	Thu	10.	Sun	10.	Wed				
11.	Fri			11.	Sun			11.	Wed	11.	Fri	11.	Mon	11.	Thu				
12.	Sat			12.	Mon			12.	Thu	12.	Sat	12.	Tue	12.	Fri				
13.	Sun			13.	Tue			13.	Fri	13.	Sun	13.	Wed	13.	Sat				
14.	Mon			14.	Wed			14.	Sat	14.	Mon	14.	Thu	14.	Sun				
15.	Tue			15.	Thu			15.	Sun	15.	Tue	15.	Fri	15.	Mon				
16.	Wed			16.	Fri			16.	Mon	16.	Wed	16.	Sat	16.	Tue				
17.	Thu			17.	Sat			17.	Tue	17.	Thu	17.	Sun	17.	Wed				
18.	Fri			18.	Sun			18.	Wed	18.	Fri	18.	Mon	18.	Thu				
19.	Sat			19.	Mon			19.	Thu	19.	Sat	19.	Tue	19.	Fri				
20.	Sun			20.	Tue			20.	Fri	20.	Sun	20.	Wed	20.	Sat				
21.	Mon	Welcome Event		21.	Wed			21.	Sat	21.	Mon	21.	Thu	21.	Sun				
22.	Tue			22.	Thu			22.	Sun	22.	Tue	22.	Fri	22.	Mon				
23.	Wed			23.	Fri			23.	Mon	23.	Wed	23.	Sat	23.	Tue				
24.	Thu			24.	Sat			24.	Tue	24.	Thu	Christmas Eve		24.	Sun				
25.	Fri			25.	Sun			25.	Wed	25.	Fri	Christmas Day		25.	Mon	Exam Period			
26.	Sat			26.	Mon			26.	Thu	26.	Sat	Boxing Day		26.	Tue				
27.	Sun			27.	Tue			27.	Fri	27.	Sun	Christmas holidays - No lectures		27.	Wed				
28.	Mon	Introduction / Project / Block seminar week <sup>1)</sup>		28.	Wed	no lectures		28.	Thu	28.	Mon			28.	Thu			28.	Sun
29.	Tue			29.	Thu			29.	Tue	29.	Fri			29.	Fri				
30.	Wed			30.	Fri			30.	Mon	30.	Wed	30.	Sat						
				31.	Sat					31.	Thu	31.	Sun						

  Lecture period     
   Exam registration period     
   Bank Holidays - No lectures     
   Project/Block week     
   Exam period     
   Christmas holidays

1) Block seminars take place, no weekly lectures

**About Fachhochschule Dortmund  
– the people and campus**

**Fachhochschule  
Dortmund**

University of Applied Sciences and Arts

**Fachbereich**

**Wirtschaft**

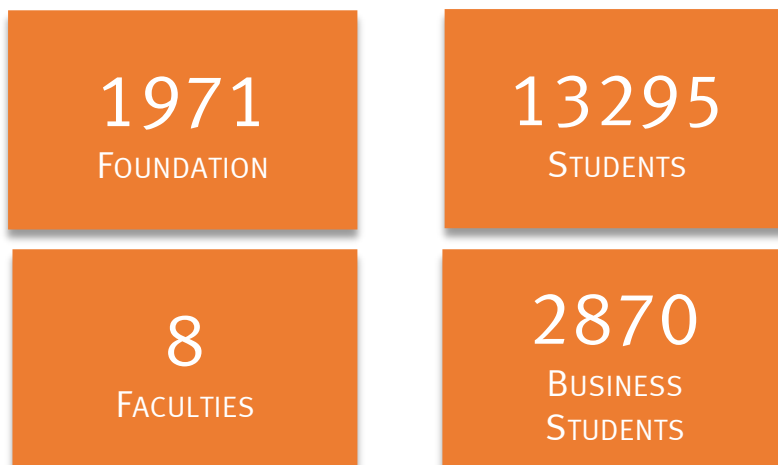
## University of Applied Sciences and Arts

The Fachhochschule Dortmund has followed its fundamental concept since its establishment in 1971: study and teaching geared towards practical problem-solving with highly experienced professors, cementing the link between theory and practice.

***We focus on students*** – To prove this guiding principle, Fachhochschule Dortmund provides application-oriented training to its students, promotes interdisciplinary cooperation in projects and supports them in their personal development. A continuous improvement of the teaching and learning culture is fundamental for Fachhochschule Dortmund.

***Internationality*** – From the university out into the world, from the world to the university: This characterizes international diversity at Fachhochschule Dortmund. Regardless of where our students come from, whether e.g. Germany, Brazil, Cameroon, Cuba or Ukraine, they all help shaping the international profile of Fachhochschule Dortmund.

***Experience*** – Over 95% of our lecturers have former leadership experience in business and will to give you valuable insights into the practical business world. Studying in Dortmund, you will be learning in the most powerful and important economic zone of Germany.



## The people

### Heads of the Faculty of Business Studies



#### Dean

**Armin Klinkenberg, Professor Dr.**

Room: EF44\_027

Office hours: on appointment

[armin.klinkenberg@fh-dortmund.de](mailto:armin.klinkenberg@fh-dortmund.de)

#### Vice Dean

**Petra Oesterwinter, Professor Dr.**

Room: EF44\_458

Office hours: on appointment

[petra.oesterwinter@fh-dortmund.de](mailto:petra.oesterwinter@fh-dortmund.de)



#### Vice Dean International Affairs

**Sabine Kiunke, Professor Dr.**

Room: EF44\_170

Office hours: on appointment

[sabine.kiunke@fh-dortmund.de](mailto:sabine.kiunke@fh-dortmund.de)



#### Vice Dean Organisation & Resources

**Marcel de Schrevel, Dr.**

Room: EF44\_030

Office hours: on appointment

[marcel.deschrevel@fh-dortmund.de](mailto:marcel.deschrevel@fh-dortmund.de)



## International Business Team



### Course Director International Business

#### **Felix Wenger**

Room: EF44\_474

Office hours: please follow the link:

<https://fh.do/sprechstunde-wenger>

[felix.wenger@fh-dortmund.de](mailto:felix.wenger@fh-dortmund.de)



### Course Manager International Business

#### **Pia Becker**

Room: EF44\_046

Office hours: Wed. 10:45 pm – 11:45 pm

Further appointments by prior arrangement by e-mail.

[pia.becker@fh-dortmund.de](mailto:pia.becker@fh-dortmund.de)

Assists in: questions regarding the program, signing of



### Internship Office

#### **Jelena Waschke**

Room: EF44\_041

Office hours: on appointment

[praxisbuero-fb9@fh-dortmund.de](mailto:praxisbuero-fb9@fh-dortmund.de)

## International Office

The **International Office** will assist you in all exchange-related matters.

For more information, please consult the following page: <https://www.fh-dortmund.de/international/willkommen-in-dortmund/studieren-in-dortmund/austauschstudierende/studieren-in-dortmund-austauschstudierende.php?loc=en>



**Dagmar Hösch**  
**(Head of International Office)**

Room: JVF 23, room: 1.47  
(Joseph-von-Fraunhofer-Str. 23)

### **Louise Braunschweig**

Room: JVF 23, room1.51  
Office hours: Mon. – Thu.:  
8:00 am – 12.30 pm

Assists in: Signing of Certificate of Attendance (ERASMUS mobility), consultancy for mobility tool (ERASMUS)



**Further information for Incoming students:** [https://www.ilias.fh-dortmund.de/ilias/goto\\_ilias-fhdo\\_cat\\_1039110.html](https://www.ilias.fh-dortmund.de/ilias/goto_ilias-fhdo_cat_1039110.html)

## Faculty Exchange Point

The Faculty Exchange Point (FEP) is run by our student (Majd) wanting to help you to make the most of your stay in Dortmund.

He provides information on lecturers, faculty staff, housing and accommodation, etc.

Majd facilitates your arrival and stay in Dortmund. He accompanies you to the city of Dortmund to help you register at the city hall and at the Immigration Office. He also helps to organize your enrolment, provides information on lectures, procedures and regulations (e.g. course and exam registration), etc.



### Contact details

Room: EF44\_127

Office hours: on appointment

[fep.business-studies@fh-dortmund.de](mailto:fep.business-studies@fh-dortmund.de)

## Erasmus Student Network

The **ERASMUS Student Network** (ESN) is an initiative of students and former students of the Fachhochschule Dortmund and TU Dortmund for exchange students and **international students** from all over the world.

**ESN Dortmund** wants to support and integrate exchange students. In addition, **ESN** is also a platform for students from Dortmund who are planning to complete or have already completed an exchange semester and offers them the opportunity to share experiences with other exchange students. The inclusion of local students from Dortmund into the **ESN** program to **facilitate the exchange of experience** is therefore another focus of the **ESN Group Dortmund**. There are **weekly meetings and events**.

**ESN** helps new students to get to know each other and **network** with each other as well as get to know **Germany and German culture** at various events in **Dortmund**. For example, excursions in the region are organized to various important and exciting museums (Bergbaumuseum Bochum, Ruhrmuseum Essen) so that you can get to know your new home – the **Ruhr Area** (Ruhrgebiet). In addition, **ESN** organizes pub crawls in Dortmund and neighboring cities, so-called “**cometogethers**”, **international BBQs**, **bicycle tours**, **football tournaments** and much more.

**Trips** to more distant countries, e. g. to Berlin, Bonn and Aachen are offered to give students the opportunity to get to know other regions of **Germany** as well. These trips are usually organized together with the **ESN** groups to enable good exchange, perfect networking and a round program.

More information: <https://dortmund.esn-germany.de>

**Contact details:**

[esn-dortmund@gmx.de](mailto:esn-dortmund@gmx.de)



The campus





## Faculty buildings – Finding your way

Your courses will take place in different but neighboring buildings:

The **Faculty of Business Studies** is located in Emil-Figge-Str. 44 (EF44).

Though it might seem complicated at first sight, the given room numbers follow an easy system.

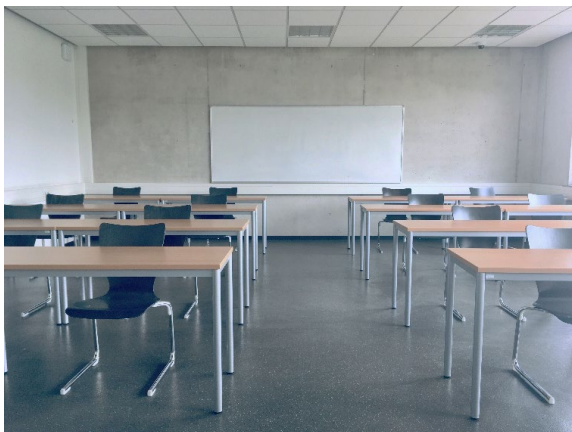
In EF44, ground floor rooms start with 0 (zero = ground floor).

Room “50” has the same location on all floors, while the first digit indicates the floor:

- 050: ground floor
- 150: first floor
- 250: second floor, etc.
- U33 is the big room in the basement

### Opening hours of building EF44

Mon. – Sat.: 07:00 am – 10:00 pm



## Computer lab/rooms

After enrolment you have the possibility to use Fachhochschule Dortmund's computer rooms. Below you can see how to log in to the computers and who you can consult in case of problems:

<b>Rooms:</b>	EF44_082	EF44_083	EF44_084	EF44_113
<b>Registration:</b>	Login: your FH-Kennung			
<b>Contact person:</b>	Help Desk-IT department: EF44_069			



## Library

### Fachhochschule Dortmund Library

For using the library at Fachhochschule Dortmund (2nd floor at EF44) you need your FH-card.

Books can be borrowed for one month. If they are not returned on time, a fine is imposed

Click here for the FH library: <https://www.fh-dortmund.de/microsite/bibliothek/index.php?loc=en>



#### Opening Hours of FH library

Mon. – Thu. 8:00 am – 5:00 pm

Friday 8:00 am – 3:00 pm

Saturday 10:00 am - 1:30 pm

#### Contact

[bib@fh-dortmund.de](mailto:bib@fh-dortmund.de)

### Places to print and scan

In our library at Fachhochschule Dortmund you have the possibility to print with your FH-card or you go to the “**ASTA-Copyshop**”.

This copyshop is run by our students council and it is cheap to print and scan there. You will find the “ASTA-Copyshop” next to our faculty building in Emil-Figge-Str. 38b (rooms 008 / 009 / 010 – ground floor).



#### Opening hours of ASTA-Copyshop

Mon. – Thu. 9:45 am – 3:00 pm

#### Contact

[asta@asta.fh-dortmund.de](mailto:asta@asta.fh-dortmund.de)

## Additional offers

### University Sport

Hochschulsport (University Sport) is a great and affordable opportunity to exercise, get in contact with other students, relax from a demanding day at the university and just have fun.

University Sport at TU Dortmund and the Fachhochschule Dortmund offers over 180 classes in 60 different sports brought to you by over 130 coaches. The sports programme is very diverse and offers courses such as Aerobics, Body Toning, Kung Fu, Swimming, Rugby and more! Take your pick – there is something for everyone! We wish you lots of fun!

Further information: <https://hsp.tu-dortmund.de/en/>



### Language courses

The International Office offers:

1. A **5-day intensive course** from 14<sup>th</sup> to 18<sup>th</sup> September 2026 (1.00 pm–5.15 pm), concluding with a short oral examination on 24 or 25 September (2 ECTS worth).
2. A **course lasting the whole semester**, starting Wednesday 7<sup>th</sup> October 2026 (2:30 pm–5:45 pm), comprising a total of 12 sessions plus the examination (5 ECTS worth).

For the award of ECTS credits, the course has to be agreed by all parties on the Learning Agreement.

The Career Service of Fachhochschule Dortmund offers you different courses, also foreign language courses which give you the opportunity to achieve further professional qualifications for your life and career. Make the best out of them!

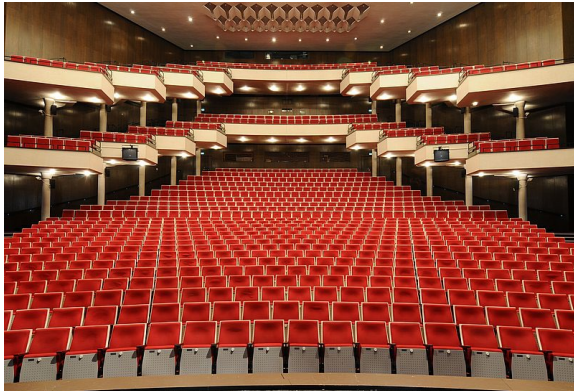
Further information: <https://auslandsgesellschaft.de/sprachkurs-anmeldung-fh-dortmund/>

or please check: <https://intranet.fh-dortmund.de/en/international-career-service-ics>

## Theater Dortmund

Fachhochschule Dortmund and the Theatre Dortmund provide cultural education: Thanks to a cooperation, our students can get free of charge tickets for the Theatre Dortmund from all disciplines! It is an attractive opportunity especially for international students to get to know cultural life in Germany!

Further information: <https://intranet.fh-dortmund.de/en/our-university/organisation/departments/studies-and-international-affairs/international-office/international-students/campus-life/theatre-dortmund>



## Events and event series

Our events and event series give you the opportunity to explore Dortmund and the surrounding area in an intercultural style. In addition, you will receive interesting and essential information about studying and living in Dortmund and can make international contacts - join us!

Further information: <https://www.fh-dortmund.de/international/veranstaltungsreihen/events.php>

Your studies at Fachhochschule Dortmund:  
B. A. International Business/  
International Business Management



*Get ready for the global market!*

## Study plan B. A. International Business Management Double Degree

Curriculum for students from Colombia, France, Mexico, Spain

Code Number	Name of the Module	Contact hours	ECTS	WT		ST		WT	
				5		6		7	
				Contact hours	ECTS	Contact hours	ECTS	Contact hours	ECTS
	<b>30 ECTS from the Electives within a specialisation area *</b>	18	30	12	20	6	10		
	<b>German communication skills</b>								
92251	German communication skills I	7	9	4	5				
92252	German communication skills II					3	4		
92261/2	<b>Deutschlandstudien für Sprachbeginner</b>	4	5	2	2,5	2	2,5		
	<b>Intercultural Management</b>								
92161	Intercultural Management					2	2,5		
921621	Intercultural Relations / Negotiations (Option 1: English)	4	5						
921622	Compétence Interculturelle (Option 2: French)					2	2,5		
921623	Competencia intercultural (Option 3: Spanish)								
92171	<b>Corporate Responsibility</b>	3	5			3	5		
92221	<b>Managing Cross Border Projects</b>	4	6			4	6		
		40	60	18	27,5	22	32,5		30

Curriculum for students from China and South Korea

Code Number	Name of the Module	Contact hours	ECTS	WT		ST		WT		ST	
				5		6		7		6	
				Contact hours	ECTS	Contact hours	ECTS	Contact hours	ECTS	Contact hours	ECTS
	<b>50 ECTS from the Electives within a Specialisation Area*</b>	18	30	12	20	6	10			12	20
	<b>German communication skills</b>										
92251	German communication skills I	7	9	4	5						
92252	German communication skills II					3	4				
92261/2	<b>Deutschlandstudien für Sprachbeginner</b>	4	5	2	2,5	2	2,5				
	<b>Intercultural Management</b>										
92161	Intercultural Management					2	2,5				
921621	Intercultural Relations / Negotiations (Option 1: English)	4	5								
921622	Compétence Interculturelle (Option 2: French)					2	2,5				
921623	Competencia intercultural (Option 3: Spanish)										
92171	<b>Corporate Responsibility</b>	3	5			3	5				
92221	<b>Managing Cross Border Projects</b>	4	6			4	6				
	<b>Final exam (Thesis)</b>		10								10
		40	60	18	27,5	22	32,5		30	12	30

\*Electives are offered subject to demand

## Courses offered during the winter semester

<b>Semester 1 - Winter Semester</b>	<b>Code No.</b>	<b>Course language</b>	<b>ECTS</b>
Einführung in die Wirtschaftswissenschaften (Introduction to Economics)	92011	German	5
Wirtschaftsmathematik (Business Mathematics)	92021	German	6
Wirtschaftsstatistik (Business Statistics)	92031	German	5
Personal und Einführung SCM/Logistik (HR and Introduction to SCM)	92071	German	4
Rechnungswesen (Accounting)	92091	German	5
English Business Communication I	92181	English	5
International Business Communication (C1 Level)*		French/Spanish	2
<b>Semester 3 - Winter Semester</b>	<b>Code No.</b>	<b>Course language</b>	<b>ECTS</b>
Strategisches Management (Strategic Management)	92082	German	3
Business Communication Simulation	92192	English	3
International Business communication (C1 Level)*		French/Spanish	5
International Business communication (B2 Level)**		French/Spanish	5
<b>Courses for Exchange Students</b>	<b>Code No.</b>	<b>Course language</b>	<b>ECTS</b>
Deutschlandstudien für Sprachbeginner (WT)	92261	German	2,5
German Communication Skills I	92251	German	5

### Electives within specialization area:

Electives Winter semester*	Code No.	Course language	Contact hours	ECTS
<b>Accounting</b>				
Bilanzierung II/Balancing II	921111	German	3	5
International Accounting (IFRS)	921112	English	3	5
<b>International and European Law</b>				
International Law	921121	English	3	5
European Law	921122		3	5
<b>Finance</b>				
Corporate Finance	921131	English	3	5
Investment Management	921132		3	5
<b>Marketing Management Decisions</b>				
Global Marketing Management	921141	English	3	5
Marketing Research for Management Decisions	921142		3	5
<b>Supply Chain Management</b>				
Global Sourcing / International Procurement	921151	English	3	5
Global Integrated Logistics	921152		3	5
<b>Competitive Analysis</b>				
Industry Analysis and Business Analytics	921161	English	3	5
Company Analysis and Business Analytics	921162		3	5
<b>Value Based Management &amp; Controlling</b>				
Value Based Management	921171	English	3	5
International Group Controlling	921172		3	5
<b>Business Growth Strategy</b>				
Internationalization Strategies	921181	English	3	5
Innovation Strategies	921182		3	5

\*Electives are offered subject to demand

\*\*Specialisation Areas marked in yellow have to be completed together.

You can choose any of the courses mentioned above. For further information regarding our exchange programme, please visit our homepage for exchange students: <https://www.fh-dortmund.de/hochschule/wirtschaft/ueber-den-fachbereich/information-for-incoming-students.php>

There you also find the Course Catalogues for our different types of exchange!

## Courses offered during the summer semester

<b>Semester 2 - Summer Semester</b>	<b>Code No.</b>	<b>Course language</b>	<b>ECTS</b>
Instrumente und Anwendungen der Wirtschaftsinformatik (Instruments and Application of Business Informatics)	92041	German	5
Wirtschaftsrecht (Business Law)	92051	German	5
Volkswirtschaftslehre (Political Economics)	92061	German	5
Organisation und Marketing	92072	German	3
Unternehmensführung (Corporate Management)	92081	German	2
Investition & Finanzierung. und Steuern (Investment & funding and taxation)	92101	German	5
Application and Careers	92191	English	2
International Business communication (C1 Level)*		French/Spanish	3
International Business communication (B2 Level)**		French/Spanish	5
<b>Semester 4 - Summer Semester</b>	<b>Code No.</b>	<b>Course language</b>	<b>ECTS</b>
Intercultural Management	92161	English	5
Corporate Responsibility	92171	English	5
Managing Cross Border Projects	92221	English	6
International Business communication (C1 Level)*		French/Spanish	3
International Business communication (B2 Level)**		French/Spanish	3
<b>Courses for Exchange Students</b>	<b>Code No.</b>	<b>Course language</b>	<b>ECTS</b>
Deutschlandstudien für Sprachbeginner (ST)	92262	German	2,5
German Communication Skills I	92251	German	5
German Communication Skills II	92252	German	4

## Electives with specialization area:

Electives Summer semester*	Code No.	Course language	Contact hours	ECTS
<b>Sustainability</b>				
Sustainability Economics	921311	English	3	5
Sustainability Management Applications	921312		3	5
<b>Organization</b>				
Shaping Organizational Design	921341	English	3	5
Project Management	921342		3	5
<b>Human Resource Management</b>				
HRM-Core Concepts, Methods & Tools	921321	English	3	5
Strategic International Labour Law	921322		3	5
<b>Managing Risk</b>				
Quantitative Methods in Financial Risk Management	921331	English	3	5
Risk Management	921332		3	5
<b>Marketing and Sales in B2B Markets</b>				
Principles of Marketing and Sales in B2B Markets	921351	English	3	5
Marketing and Sales Management Project	921352		3	5
<b>Digital Business &amp; Innovation</b>				
Digital Business	921361	English	3	5
Digital Innovation	921362		3	5
<b>International Economics</b>				
International Trade	921371	English	3	5
International Money	921372		3	5
<b>Entrepreneurial Management and Ecosystems</b>				
Entrepreneurial Management and Business Game	921381	English	3	5
Entrepreneurial Ecosystems and Business Game	921382		3	5

\*Electives are offered subjects to demand

\*\*Specialisation Areas marked in yellow have to be completed together.

You can choose any of the courses mentioned above. For further information regarding our exchange programme, please visit our homepage for exchange students: <https://www.fh-dortmund.de/hochschule/wirtschaft/ueber-den-fachbereich/information-for-incoming-students.php>

There you also find the Course Catalogues for our different types of exchange!

## General information

### Grading scale used at Fachhochschule Dortmund

Grade	Descriptor	Pass/fail
1,0-1,3	'sehr gut' - very good	pass
1,7-2,3	'gut' - good	pass
2,7-3,3	'befriedigend' - satisfactory	pass
3,7-4,0	'ausreichend' - sufficient	pass
4,3-5,0	'mangelhaft' - deficient	fail

Please also note that there is generally no compensation when you fail a course/module, i.e. if you need the credits of a module, you have to pass it and failing a module cannot be compensated by passing other modules.

You have four attempts to pass an examination in a module. Make sure that you do not fail one examination a fourth time as this will end your studies at Fachhochschule Dortmund.

## Managing Cross Border Projects

The Managing Cross Border Projects is a mandatory module for **Double Degree** students during the summer semester (but also exchange students have the possibility to join this project). This project is a group work with students from another university abroad.

During almost two months, 6-7 students have to do a **group project**, which is commissioned by real small and medium sized companies.

You will have to do an analysis for a company that wants to expand its market abroad or to develop a new product or service.

The *Managing Cross Border Projects* starts with a kick-off at Dortmund or the cooperating partner university and ends with presentations of results at Dortmund or the cooperating partner university.

The students have to plan their trip on their own. You will have to book the bus (or train, or car) and your accommodation. We can recommend you to book your journey with Flixbus and for the accommodation, you can find something quite reasonable on Airbnb or in a hostel in the city.



## IT-systems of Fachhochschule Dortmund

### Activation of FH identification

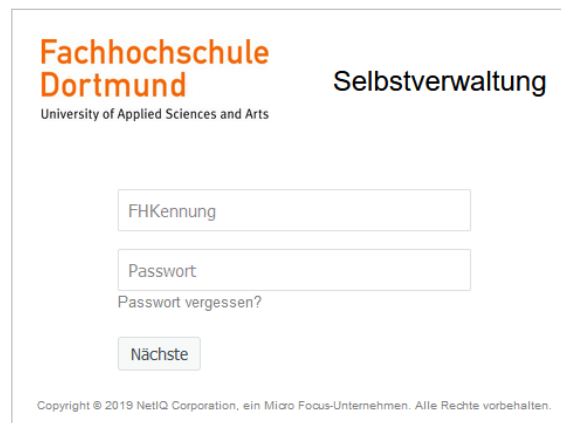
After the successful enrolment you will get a letter “Informationen zu den IT-Diensten für Studierende”, which contains the following information:

- FH-Kennung (identification)
- Passwort (password)
- E-Mail

You need this information in order to activate your FH Identification. Proceed as follows:

Go to: <http://www.fh-dortmund.de/selbstverwaltung>

Please log in with your FH-Kennung and password. Then click on “Anmelden”.



The screenshot shows the login interface for the Fachhochschule Dortmund self-administration system. At the top left is the logo for Fachhochschule Dortmund, University of Applied Sciences and Arts. To the right of the logo is the text 'Selbstverwaltung'. Below the logo, there are two input fields: 'FHKennung' and 'Passwort'. Under the password field, there is a link 'Passwort vergessen?'. Below the input fields is a button labeled 'Nächste'. At the bottom of the page, there is a small copyright notice: 'Copyright © 2019 NetIQ Corporation, ein Micro Focus-Unternehmen. Alle Rechte vorbehalten.'

- Now you are asked to define safety questions so that you can reset your password if you forget your registration data somehow.
- Answer the given questions, e.g.: Since when have you been a member of Fachhochschule Dortmund? (Year)  
Afterwards create individual questions. Like “In which town were you born?” or “What is your favorite holiday country?”
- Now click on the item “Passwort ändern”.
- There you can change your initial password to a password of our choice.  
Your password needs to have the following characteristics:
  - Minimum no. of characters: 7
  - Maximum no. of characters: 50
  - The use of capital and small initial letters will be differentiated
  - You cannot use & and §
- Then click on the button “Passwort ändern”.

The newly assigned password belongs to your FH Identification now and is valid for the following services: <https://intranet.fh-dortmund.de/en/our-university/organisation/departments/university-it/services-hit/programme-und-tools-fuer-studierende>

## Authenticator app for iOS and Android

So-called authenticator apps are a common and convenient way to use multi-factor authentication (MFA). These generate time-limited security codes that you have to enter when logging in. There are a number of modern authenticator apps that you can use for this purpose.

On the following webpage, the setup of the Microsoft Authenticator app as a current and user-friendly example is demonstrated. However, the general steps for activating MFA and connecting to an authenticator app are very similar for many services and apps:

<https://intranet.fh-dortmund.de/en/it-helpdesk/set-up-mfa/instruction-ms-authenticator-app>

## ILIAS

ILIAS is Fachhochschule Dortmund's learning platform. Many professors use this learning platform to provide course and lecture materials, to administer their courses or to communicate with the students.

To access ILIAS, go to <http://ilias.fh-dortmund.de>

Sign up with your FH identification and the corresponding password.

## HisinOne

Via HisinOne you can use various services, e.g.:

- Print your certificate of enrolment
- Print the six-month student rail pass (Semesterticket)
- View your grades
- **Download your transcript of records**
- Change your address and contact details
- Request your FH cards
- **Register for courses**
- **Register for exams or cancel your exam registration, etc.**

To access HisinOne, go to <https://portal.fh-dortmund.de>

→ Sign up with your FH identification and the corresponding password.

→ Then click on "Anmelden".

Please take care to activate your HisinOne account as soon as possible after enrolment since most of administrative issues are operated with this system.

## Studo-App

A better overview and insight into everyday university life: as a student at Dortmund University of Applied Sciences, you can now get an even better handle on your studies—literally. From now on, you can use your mobile device to access useful digital functions and tools via an app.

You can download the app here: <https://studo.com/app>

What does the Studo app offer?

Thanks to our cooperation with StudoApp, students have access to the ad-free “PRO version”. This offers you the following features and content, for example:

- Current events and news feed
- Course and exam grade overview
- Cafeteria menu
- Student ID
- semester ticket
- Library card
- Calendar (with 40-week overview and color coding)
- Email (with flexible search function)
- Virtual campus (for orientation)

For further information click: <https://studo.com/en>

## Course and exam registration and deregistration

Please ask our **Faculty Exchange Point** regarding the registration of courses and exams.

**The registration period for exams is limited:**

- Winter semester: 1 November - 30 November
- Summer semester: 1 May – 31 May

**Attention: A cancellation of your exam registration on HisinOnw is only possible up to 7 days before the exam date!!!**

**Exam registration:** You can register for exams via the HISinOne study portal during the registration period (May for the summer semester and November for the winter semester). If **something does not work**, you have to **contact Katharina Jansen ([katharina.jansen@fh-dortmund.de](mailto:katharina.jansen@fh-dortmund.de)) directly**, not on the day of the exam when it becomes apparent that you are not on the list.

Students on leave of absence can only take resit exams and on leave of absence you cannot register yourself. Then you have to contact **Katharina Jansen ([katharina.jansen@fh-dortmund.de](mailto:katharina.jansen@fh-dortmund.de))** by e-mail.

## FH card

For the issuing of the FH card (student ID) you need to upload a digital portrait picture of yourself in HisinOne.

After a few days the FH card will be ready and you will either receive an email notification where to pick it up personally or it will be send to you by regular mail.

Then you will also get your personal PIN. Please take your passport with you when picking it up! If you have any problems, please ask the students from the FEP for help.



## Semesterticket

As a first step in HisinOne, print your Semesterticket which provides free public transportation. It can be printed easily with an ordinary printer.

With the “Semesterticket” you can travel through whole Germany on regional transport (RE trains, S-Bahn, U-Bahn and buses) in 2nd class, but with the ticket you are not allowed to travel for free by ICE and IC or in 1st class of regional transport.

You can take one person with you weekdays after 7:00 pm and on weekends in the VVR area, it includes Essen, Dusseldorf and many other cities.

For finding out how to get to a certain station or even street and to know at what time the departure is, use <https://www.vrr.de/en/homepage/>

For checking the trains in the whole of Germany:

<http://www.bahn.com/i/view/index.shtml>

Or download the app “DB Navigator”.

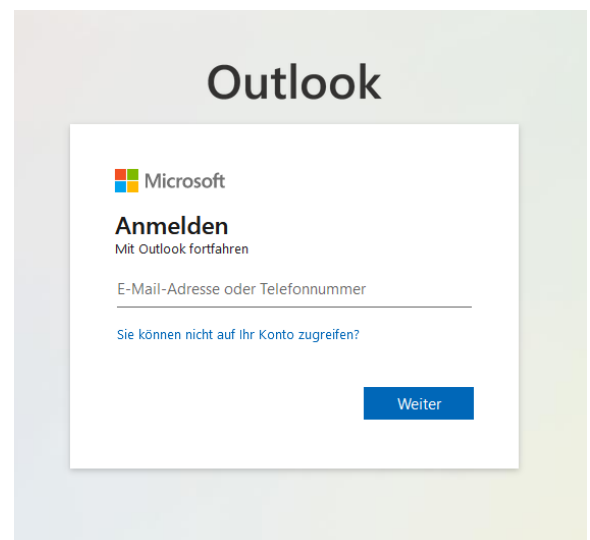


When traveling with the “Semesterticket” you should always have an identification document with you (either FH-card or passport).

## WebMail

To receive access to your emails, which have been sent to your “@stud.fh-dortmund.de”-address, go to the following [website](#).

Log in with your FH email address first, then click on the button “weiter”. Afterwards you are able to enter the corresponding password. Please note that the registration implies the change of your initial password.



## WiFi access

The following instruction is about the WiFi “eduroam”. Eduroam (EducationRoaming) is an international roaming access service, which allows to log on to the WiFi by using the username and the corresponding password. Here it is necessary that the username is activated on “eduroam”. For FH-Dortmund’s users the access to WiFi is only possible with the FH-identification provided by the Identity Management.

The following general data needs to be configured for WPA/WPA2:

- Network name (SSID): eduroam or FHDO
- Login: FHKennung@fh-dortmund.de (e.g. mamus002@fh-dortmund.de)
- Password: The password which belongs to your FH-identification
- Security: WPA-Enterprise or WPA2-Enterprise
- Encoding: AES
- EAP method: PEAP
- Phase 2 authentication: EAP-MSCHAP v2

If you are located with your mobile phone on the campus, choose the networks “FHDO” or “eduroam”. Type in your FH-identification as login, followed by the addition “@fh-dortmund.de”; e.g. [mamus001@fh-dortmund.de](mailto:mamus001@fh-dortmund.de) Enter your corresponding password.

## WiFi via VPN

The VPN-Client (Virtual Private Network Client) activates a safe channel connection between your computer and the FH’s network. You will need this Client, if you wish to use for example services at home that are only available from the FH-network.

Mostly it is used for digital media provided by the library. These media can only be seen if you are logged on to the FH-network or if a channel connection via VPN is activated.

Please install the VPN-Client software first:

<https://github.com/openconnect/openconnect-gui/releases>

Devices with sophisticated operating systems are able to build a VPN connection with on-board means without the additional VPN client software.

These include for instance Mac OS X, Linux, and Android. Illustrated instructions can be found on: <https://intranet.fh-dortmund.de/it-hilfe/vpn>

In case of further IT-related questions or problems, you may also consult our Help Desk of the IT Department (room EF44\_069).

## Internship Semester – Double Degree (La Rochelle & ESSEC have other regulations)

Part of the Double Degree is an internship in your third semester at Fachhochschule Dortmund. You still need to be enrolled and need to “Request for an Academic Leave of Absence (Beurlaubung)” on HisinOne and pay a reduced semester fee (approx. € 110). Transfer the fee before the deadline (re-registration period is for the winter term approx. in July and for the summer term in January).

Ask the “**Praxisbüro**” (Internship Office) for help if you don’t find an internship position.

Start looking for an internship position at the beginning of the semester before the internship semester takes place!

If you need help with the preparation of your application documents or you want someone to check your application documents, please get in contact with **Özge Sakalar** from our Career Service (<https://www.fh-dortmund.de/personen/Ozge-Sakalar/index.php?loc=en-US>).

### **Procedure for the internship-semester:**

1. An internship agreement (<https://intranet.fh-dortmund.de/hochschule/organisation/fachbereiche/wirtschaft/praxissemester/praxissemester-bachelor>) or contract of the company needs to be submitted at the Internship Office (4 weeks before start of internship) and signed ([praxisbuero-fb9@fh-dortmund.de](mailto:praxisbuero-fb9@fh-dortmund.de)).
2. The internship lasts 20 weeks minimum in full time (750 h)
3. Shortly after the internship an employer’s reference issued by the company needs to be submitted at the Internship Office.
4. An internship report (10 – 15 pages; in English) needs to be submitted at the Internship Office 4 weeks after the last day at the company. The requirements for the practical experience report can be found here: <https://intranet.fh-dortmund.de/hochschule/organisation/fachbereiche/wirtschaft/praxissemester/praxissemester-bachelor>. In addition, you need to hand in an internship certificate with information regarding the employment period.

**You don't need to do the internship in Germany.** Students are allowed to complete their internship semester anywhere in the world, including in their home country.

You also need to register for your internship like for an exam. Please get in contact with Katharina Jansen from the Office for Student Affairs to get registered: [katharina.jansen@fh-dortmund.de](mailto:katharina.jansen@fh-dortmund.de)

In the case of an **academic leave of absence due to the internship semester, the internship contract must always be enclosed.**

If **no internship contract** is available by the end of re-registration, you **must first re-register with the full semester contribution fee**. If the **contract is available**, the leave of absence is granted and the **semester contribution fee is refunded**. But an application for a leave of absence has to be submitted within the re-enrolment period.

## Failed exam? – External Examination Procedure (EEP)

If you have failed an exam, we are happy to provide the opportunity to take an examination at your home university. However, please note the following framework conditions:

External examinations can only be taken at partner universities where our students also have this possibility and there must be one failed attempt in passing the exam concerned. It is only possible to take a **maximum of two examinations externally**.

Please also note that there is generally no entitlement to taking exams externally. Examiners at FH Dortmund can reject the request, especially when the examinee has not shown adequate efforts to pass the exam at the first try. Factors taken into consideration may include course attendance/participation, minimum score in examinations during the semester/final written exam, etc.). Moreover, external examinations will be rejected if the study course management is not informed at an appropriately early stage.

### **1 Semester Exchange Students**

If it might occur that you failed an exam during the last examination period, you have the possibility to resit exams at your home university during our next examination period of the upcoming semester.

The usual procedure is for you to “Request for an Academic Leave of Absence (Beurlaubung)” on HisinOne. This process is necessary, in order that you’re still enrolled as a FH Dortmund student.

**By the end of the re-registration period** (for the **winter term beginning of August** and for the **summer term beginning of February**), it must be determined whether you will remain enrolled for another semester. **Applications for leave of absence must also be submitted** by this deadline.

**If grades are still open** by the deadline that determine whether further enrolment/leave is necessary, **re-registration for the next semester is required first (pay full semester contribution fee)**. If the exams have been passed and no further enrolment is necessary, the semester fee will be refunded.

The next step is for you to contact Katharina Jansen ([katharina.jansen@fh-dortmund.de](mailto:katharina.jansen@fh-dortmund.de)) to register you for the resits (**for summer semester in May and for winter semester in November**). Then you submit the list of the exams for which you’ve registered, including the day and the time of the exam to **Pia Becker** ([pia.becker@fh-dortmund.de](mailto:pia.becker@fh-dortmund.de)).

You also need to state a name of a coordinator of your home institution, to organize the examination procedure.

### **2 Semesters Exchange Students**

**Don’t forget to pay your contribution/semester fee (approx. €346) for your second semester!**

**Re-registration period** is **January** to beginning of **February for summer semester and July** to beginning of **August for winter semester**.

Please register in **HisinOne** for courses of the second semester (ask the *FEP* for help)

Don't forget to register for exams (**also resit exams!**) in **HisinOne** as well (ask the *FEP* for help)

If you didn't pass an exam after your second semester you have the possibility to resit exams at your home university during our next examination period of the upcoming semester.

The usual procedure is for you to "Request for an Academic Leave of Absence (Beurlaubung)" on HisinOne. This process is necessary, in order that you're still enrolled as a FH Dortmund student.

**By the end of the re-registration period** (for the **winter term beginning of August** and for the **summer term beginning of February**), it must be determined whether you will remain enrolled for another semester. **Applications for leave of absence** or re-registration **must also be submitted** by this deadline.

**If grades are still open** by the deadline that determine whether further enrolment/leave is necessary, **re-registration for the next semester is required first (pay full semester contribution fee)**. If the exams have been passed and no further enrolment is necessary, the semester fee will be refunded.

The next step is for you to **contact Katharina Jansen** ([Katharina.jansen@fh-dortmund.de](mailto:Katharina.jansen@fh-dortmund.de)) to **register you for the resits (for summer semester in May and for winter semester in November)**. Then you submit the list of the exams for which you've registered, including the day and the time of the exam to **Pia Becker** ([pia.becker@fh-dortmund.de](mailto:pia.becker@fh-dortmund.de)).

You also need to state a name of a coordinator of your home institution, to organize the examination procedure.

## **B.A. International Business Double Degree Students**

**Don't forget to pay your contribution/semester fee (approx. €346) for your second semester!**

**Re-registration period** is **January** to beginning of **February for summer semester and July** to beginning of **August for winter semester**. Please register in **HisinOne** for courses of the second semester (ask the **FEP** for help)

Don't forget to register for exams (**also resit exams!**) in **HisinOne** as well (ask the **FEP** for help)

Part of the Double Degree is an internship in your third semester (*La Rochelle & ESSEC have other regulations*)!

If you didn't pass an exam after your third semester you have the possibility to resit exams at your home university during our next examination period of the upcoming semester.

The usual procedure is for you to "Request for an Academic Leave of Absence (Beurlaubung)" on HisinOne. This process is necessary, in order that you're still enrolled as a FH Dortmund student.

**By the end of the re-registration period** (for the **winter term beginning of August** and for the **summer term beginning of February**), it must be determined whether you will remain enrolled for another semester. **Applications for leave of absence** or re-registration **must also be submitted** by this deadline.

**If grades are still open** by the deadline that determine whether further enrolment/leave is necessary, **re-registration for the next semester is required first (pay full semester contribution fee)**. If the exams have been passed and no further enrolment is necessary, the semester fee will be refunded.

The next step is for you to **contact Katharina Jansen** ([Katharina.jansen@fh-dortmund.de](mailto:Katharina.jansen@fh-dortmund.de)) to **register you for the resits (for summer semester in May and for winter semester in November)**. Then you submit the list of the exams for which you've registered, including the day and the time of the exam to **Pia Becker** ([pia.becker@fh-dortmund.de](mailto:pia.becker@fh-dortmund.de)).

You also need to state a name of a coordinator of your home institution, to organize the examination procedure.

# Coming to Dortmund: Your arrival



## Where to live in Dortmund

### Students' residences in Dortmund

In case that you will be living in the accommodation provided by *Studierendenwerk*, you should have sent a registration form and arranged the payment already. After successfully moving into your apartment, you have to sign a contract (have a look at the working hours of *Studierendenwerk*).

**Please note!** After you got the contract signed, it cannot be easily terminated (cancelled). According to German law, if you want to move out from the flat before the contract expires you have to notify **3 months in advance**, or you have to find a person who will rent your apartment for the rest period of the due contract. The same matters are more complicated with *Studierendenwerk*, because the person should be from their waiting list for a room.

You have to pay your rent **monthly**; otherwise, a fine is added to it or your room will be terminated without notice!

Take care of your key; if you lose it you have to pay a €110 fine!

*Clean your room and the common rooms (especially after having a party)! Please leave the premises as you've found them!*



- Contact Information -

### Studierendenwerk Dortmund

**Working hours:**

Tue, Wed	9am – 12pm
Thu	1pm – 3:30pm

**Address:** Vogelpothsweg 85  
44227 Dortmund

### **Private accommodation**

The accommodation costs for the rooms in a dormitory or in a private apartment in Dortmund and surroundings range from **€200 to €500 per month**.

The survey **International Student Barometer (ISB)** proves that almost half of our international students pay about €200 - €300 for the accommodation a month!

This is really affordable in comparison to other cities in Germany!

If you want to rent a bigger flat than the costs are of course higher. Furnished rooms or apartments are more expensive as well and are not that popular in Germany.

### **Hint!**

In case of renting an unfurnished apartment or room you can buy pretty cheap used **furniture** in good condition in Germany - online or in second-hand shops. Often you can buy the furniture from the former tenant. Just ask for it and do not hesitate to negotiate the price.

Please do not forget that in case of renting a private accommodation you will have to pay **additional costs** to your rent - for electricity, water and heating costs, rubbish collection, public broadcasting fees etc. Please be cautious and do not pay any rents or deposits in advance, before your arrival and before you have spoken to the landlord and have signed the contract or at least seen the particular apartment. There have been some cases of fraud recently. The indication of a foreign IBAN is quite certainly a reference to fraudsters.

## Public transport – Semester ticket

As you don't have the "**Semesterticket**" when you arrive in Germany you have to buy a ticket for your first days as long as you are not enrolled. This can be done with **eezy: the eTariff for public transport**

eezy is the electronic fare that is calculated simply by your journey. It allows you to start your bus and train journey spontaneously and pay directly with your smartphone. How does it work? A check-in and check-out system calculates the fare based on the shortest distance between the start and destination stops - for all stops in NRW!

Just download the VRR app: <https://www.vrr.de/en/timetable-mobility/eezy-vrr/>

Even though nobody checks your tickets (except buses) when you enter the public transport you should have one. You have to pay €60 in case you don't have it when checked.

Later, after enrolment at the International Office and logging in **HisinOne** you can print your "**Semesterticket**" or generate a QR-Code. The ticket allows the holder to travel free on public transport, including buses, underground, tram and local trains (2nd class) in Germany. Journeys in the 1st Class or in IC- and ICE-trains or other providers (e.g. Flix-Bus/Flix-Train) are not covered by the Ticket.

## Cost of living

### Semester contribution fee

All students of Dortmund University of Applied Sciences and Arts need to pay a semester contribution, so-called »Semesterbeitrag« of approximately €346 for each semester. The amount of money which must be paid as the semester contribution can be checked on HisinOne

All students of Fachhochschule Dortmund need to pay the semester contribution. This fee is not a tuition fee but a contribution towards our social facilities. It includes subsidised meal prices in all 10 cafeterias, free access to public libraries and of course also your semester ticket.

The first contribution must be paid before the enrolment and proof of it must be brought to the enrolment.

Afterwards you will have to pay the semester contribution each semester and will be informed about it via email to your FH-email-address by the Office for Student Affairs/ Studienbüro - this process is called enrolment renewal and in German "Rückmeldung". You can also find the information about the amount which must be paid in your HisinOne.

Please have a look at the information of the Office for Student Affairs (Studienbüro) on issues like enrolment renewal, leave of absence and semester ticket etc. More information on the semester contribution and its calculation can be found also on the website of the Office for Student Affairs (German only).

In case you plan stay for two semesters please keep in mind that the contribution must be paid for each semester - you will be informed about the second payment (enrolment renewal) by the Office for Student Affairs which via email to you FH-email-address. Please pay it on time!

### Public Broadcasting License Fees

The public broadcasting license fees from ARD, ZDF and Deutschlandradio (former GEZ) is compulsory and need to be paid by everyone living in Germany. A flatrate contribution is charged to every apartment so that, in principle, every household has to pay it. TV/radio taxes must be paid for each apartment, even if this apartment is inhabited by foreign students exclusively and you do not own tv/radio. The monthly fee amounts to approx. 18 €.

On our website (<https://www.fh-dortmund.de/studieren/leben-und-wohnen/kosten-finanzierung.php?loc=en>) you will find links and documents about public broadcasting fees. We also prepared most important FAQs for you - please read this document carefully.

## **Confirmation of Arrival and Stay**

At the beginning of your stay you must bring a form from your university called "confirmation of arrival". This form must be signed by a responsible person at the **International Office** of FH Dortmund. Please bring the form with you to the enrolment or shortly afterwards. The confirmation of arrival cannot be issued pre-dated but only after you have enrolled. The day of the enrolment is the first day as an exchange student at our university and will be written on the confirmation of stay.

At the end of your stay as an Erasmus student you need the document which is called "confirmation of stay". This document is issued at your university as well and signed by the International Office of FH Dortmund, e.g. by the institutional Erasmus coordinator of the International Office - you can contact Ms. Braunschweig. The confirmation of stay cannot be issued pre-dated but only after you have sat your last exam. The last day of your stay is the last exam at our university and only this date will be confirmed on the form. Therefore, we kindly ask you to come to the International Office shortly after your last exam.

## **Extension of Exchange Stay Duration**

We are very happy that you like it here at our university and would like to stay longer than agreed. Please note that exchange students are enrolled for limited time only. The duration of the stay is determined according to your chosen course and application. That is why the extension of your stay does not happen automatically.

If you wish stay longer than agreed e.g. 1-2 more semesters there are important steps you need to follow. First of all, you have to contact us and the International Office. You should know that it is unfortunately not always possible to extend the stay abroad at our university as there is only a limited number of seats for exchange students from each university and for each academic year.

### **Who has to be informed in advance and when:**

- If you like it at our university and wish to prolong your stay in Dortmund please contact us early in advance. You should do it at least 1 month before your stay abroad ends and also before the official period of re-registration at our University (Rückmeldung) starts. Information about the deadline for re-registration is available on HisinOne.
- You have to contact your home university and ask if they agree with the extension too. The responsible person from your home university must then contact us at the International Office and confirm that the extension is approved.

- Also the international coordinator of the faculty in which you are registered must be contacted. You should talk with him/her about your courses as he/she will have to sign the Learning Agreement again.
- If applicable you also must contact the Studierendenwerk Dortmund for prolonging the contract for your dormitory room. It may happen that there is no room free any-more and you have to look for a new accommodation by yourself. In that case please contact us and check also our website about accommodation.

## Registration in the city of Dortmund

All citizens living in Germany must be registered in the city they live in. You must do it at the Citizen Services usually called in Germany Bürgerbüro or Bürgeramt within 2 weeks after moving to that particular city.

European citizens simply contact the Bürgerdienste in the city center or registration offices in other municipal districts. Students from Non-EU-Countries have to contact International Citizen Services (Bürgerdienste International) which is the name of the Immigration Office of Dortmund. The administration and immigration issues will be both carried out there.

### **Please note:**

- If you live in a different city than Dortmund you should register there - even if you are studying in Dortmund.
- Remember that it is also compulsory to deregister with the Citizens Services when you leave Germany permanently and want to go back to your home country or move to any other foreign country!

### **Required documents for the registration at the Bürgerdienste (Citizen Services) of Dortmund (for EU-Citizens):**

- Current address in Dortmund written in the „Wohnungsgeberbestätigung“ written confirmation signed by the landlord with your address and move-in date. The document will be given to exchange students by Studierendenwerk while signing the contract – keep it safe!
- ID card (EU-citizens) and a copy of it
- Registration form (filled in)

### **Required documents for the registration at the Bürgerdienste International of Dortmund (Non-EU-Citizens):**

The following documents are to be turned in if you already have a valid residence permit or come with a visa and you first just want to register at the International Citizen Services:

- Residence registration form (can be downloaded or picked up at the International Office)
- Landlord Confirmation: Wohnungsgeberbestätigung - it is a written confirmation signed by the landlord with your address and move-in date. The document will be given to exchange students by Studierendenwerk while signing the contract – keep it safe!
- national passport, original and a copy of it
- current residence permit/visa with the supplementary sheet - original and a copy of it

In some individual cases there may be also following documents needed (e.g. in case the visa/residence permit already expired):

- a biometric photo
- University enrolment certificate (Studienbescheinigung) or certificate of attendance in a language course with DSH-certificate/TestDaF-confirmation

On the following website more information can be found: <https://www.fh-dortmund.de/studieren/bewerben-einschreiben/bewerben-aus-dem-ausland/visum-finanzen.php>

### **Bank account**

As soon as you are enrolled you should consider opening a bank account. You need the bank account to transfer the monthly rent. Keep in mind that there could be high transfer costs, when you transfer money from your bank in your home country to a German bank account. The better option for students is to transfer a huge amount of money once you have opened a bank account in Germany, in order to have enough money for the whole stay and keep the transfer costs as low as possible.

For opening a current bank account in Dortmund you will need the following documents:

- A certificate of registration in the city of Dortmund (you will receive confirmation after your registration in at the Bürgerdienste/Citizen Services),
- valid residential address in Dortmund as well as a renting contract,
- your national identity card/ visa/ residence permit - please make a copy of it as well
- and the enrolment certificate from FH Dortmund (Studienbescheinigung) - it can be printed via HisinOne. In case you do not have any possibility to print in by yourself do not hesitate to contact the Social Advisory Service at the International Office: [exchange-students@fh-dortmund.de](mailto:exchange-students@fh-dortmund.de)

## Discover Dortmund

Discover the main touristic attractions in Dortmund: <https://www.dortmund.de/>

City of Dortmund



“Dortmunder U“  
exhibition center

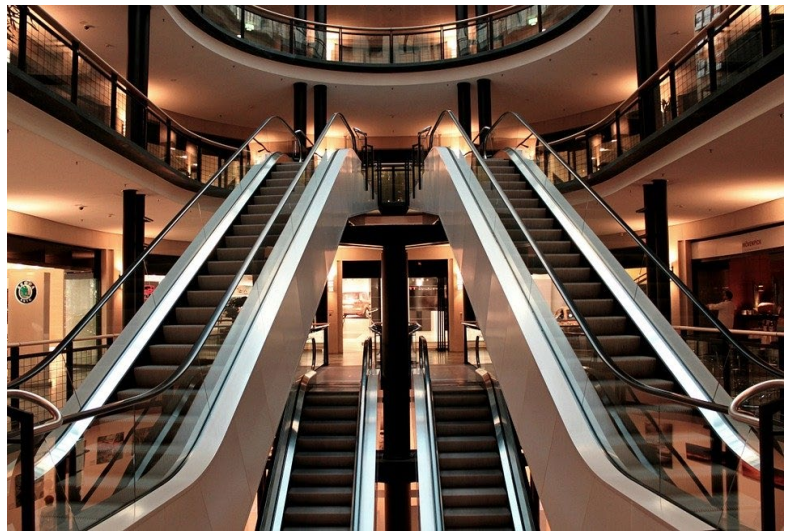
„Zeche Zollern“  
coal mine exhibition





Phönixsee (lake)

“Thier-Galerie“  
shopping center



“Signal Iduna Park”  
football stadium

## Discover Germany, discover Europe



Dortmund – Berlin:	4 hours	
Dortmund – Cologne:	2 hours	
Dortmund – Düsseldorf:	1 hour	
Dortmund – Munich:	1 hour	
Dortmund – Amsterdam:	2.5 hours	
Dortmund – Brussels:	2.5 hours	
Dortmund – Paris:	4 hours	
Dortmund – London:	1 hour	
Dortmund – Budapest:	1 hour	

Dortmund Airport: <https://www.dortmund-airport.com/>

Cologne Airport: <https://www.dortmund-airport.com/>

Düsseldorf Airport: <https://www.dus.com/en/flights>



**We wish you a good start at  
Fachhochschule Dortmund and a great stay in  
Dortmund!**

*Your International Business Team*