

# 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) with campuses in Dortmund, Frankfurt, Munich, Hamburg, Cologne, Stuttgart and Berlin. 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 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 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 cities.

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

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# ORGANISATIONAL ISSUES

## Campus

The ISM has campuses in Dortmund, Frankfurt am Main, Munich, Hamburg, Cologne, Stuttgart and Berlin where in sum more than 3900 students study. Please note that in the fall term (August/September – December) the five campuses Dortmund/Frankfurt/Munich/Hamburg/Berlin are open for international students and in the spring term (February/March – June) you can choose between Dortmund, Frankfurt, Berlin and Cologne (so Munich and Hamburg are not open for international students in the spring term). Please note that Stuttgart is not open for international students.

## Fees (tuition/semester ticket)

For exchange students of partner universities no tuition fees will incur. For visiting/fee-paying study abroad students: please consult the ISM International Office for further details.

For the intensive German language course prior to semester start, a fee of 480 € will be charged (plus an additional fee for books/study material).

Every student at ISM is required to buy a semester ticket (valid for 6 months) of the local public transportation provider of approx. 210 € per semester. So all students in Dortmund/Frankfurt/Hamburg/Munich/Cologne/Berlin have to buy this semester ticket (this is a rule of the federal state). Please note that in Munich the ticket only includes free rides between 6pm in the evening and 6am in the morning as well as during the weekend. So here the price is around 160 Euro for this ticket but you can buy an upgrade (called IsarCard Semester) for additional ~200 Euro so that you can use the ticket every/whole day (this is optional).

## Application Process

**Procedure:** If you would like to apply as an exchange or visiting 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 study abroad semester with us.

Please be aware that you need an upper/intermediate level of German to successfully pass the semester at the ISM if you participate in classes taught in German and an upper/intermediate level of English to participate in the classes of the foreign lecturers and the ISM Business Certificate.

Please use the application form online and will in our personal data and requests:

[ism.moveon4.de/locallogin/5332a3280f9d30cf0e000009/eng](https://ism.moveon4.de/locallogin/5332a3280f9d30cf0e000009/eng).

During the online application process the following files will be requested:

- a. Picture of your face like a passport picture (this is used for your ISM student ID card) (as jpeg)
- b. Scanned copy of your passport/ID card (as pdf)
- c. Academic record/transcript (as pdf)

*Not mandatory yet, but have to be sent later:*

- d. If you already have a proof of your international health insurance (for example the European Health Insurance Card), you can already upload a copy here (as pdf)
- e. Proof of your language level (English B2 or German B1 according to the language in which your courses are taught) (as pdf)

Double Degree students also have to upload in a copy of their Bachelor transcript as well as a Curriculum Vitae (CV).

After the application data has been submitted online, your application will be created as a PDF-Document which you have to send via email to [nathalie.lex@ism.de](mailto:nathalie.lex@ism.de).

**Deadlines:** The ISM has two intakes per year: One in March and one in September. The application deadline for the fall term is always on **15<sup>th</sup> of April**, the deadline for the spring term is always on **15<sup>th</sup> of November**.



## Language requirements for admitting international students

Students who would like to participate in courses of the **German** Bachelor study program **have to** 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 **have to** provide us with a recommendation of their English teacher certifying very good oral and written



English skills of minimum B2 or a TOEFL with a score of minimum 80 internet 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 100 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, 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. Please note that a travel insurance cannot be accepted.

Tip: Techniker Krankenkasse (TK) is a statutory health insurance company in Germany with more than 8 million insured persons. In 2014, we started a cooperation with TK which means that the application is organized by ISM which makes it very easy. Due to the fact that you need a German bank account



for the payment, we will also help you to open an account. In addition, you will always be able to find an English-speaking contact person at TK. The price is around 120 Euro per month. Due to our experience we strongly recommend to book a health insurance of a statutory health insurance (like Techniker Krankenkasse, IKK, AOK, Barmer, ...)

Other options are:

- Mawista: offers a monthly private health insurance for international students in Germany. Please have a look at [mawista.com](http://mawista.com)
- CareMed GmbH: [study-abroad-insurance.com](http://study-abroad-insurance.com)
- You can also compare different insurances via the platform "Covomo": [covomo.de](http://covomo.de)

## Transportation

We try to offer a pick-up service for all arrivals at the following airports and main train stations.

- **Dortmund:** Duesseldorf International (NOT Duesseldorf-Weeze), airport Dortmund and main train station
- **Frankfurt:** Frankfurt international airport and main train station
- **Munich:** Munich international airport and main train station
- **Hamburg:** Hamburg international airport and main train station
- **Cologne:** Cologne/Bonn international airport and main train station
- **Berlin:** Berlin airport and main train station

You have to book this service not later than two weeks prior arrival. You will get a form which you have to fill out via email. The service costs 10/15 € per trip and per person (in Munich: 20 € from the airport 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 Eurowings, Wizzair, Ryanair).

- **Dortmund:** If you arrive from overseas, your destination airport usually is Frankfurt. We advise you not to book a transfer flight to Dortmund, as our train system is very effective and it will only take about 2 ½ hours from Frankfurt, 1 ½ from Cologne and 1 hour from Duesseldorf to Dortmund Central. Prices are also reasonable. For further information please see: [bahn.de/p\\_en/view/index.shtml](http://bahn.de/p_en/view/index.shtml).

If you arrive in Dortmund you can take the airport express, which will take you to the city center of Dortmund within less than 30 minutes, one-way-tickets cost 5 €. For further information please see: [www.flughafen-dortmund.de](http://www.flughafen-dortmund.de). You can also take a taxi for about 25-30 Euros.

- **Frankfurt:** When arriving at Frankfurt International Airport you can easily take a train into the city center (S-Bahn 8 or 9). The ride will take 10- 15 minutes and costs 4,60 €. You can also take a taxi for about 25 €, depending on your destination. If you arrive at Frankfurt Hahn airport please note that it will take you at least 1,5 hours by shuttle bus to get from this provincial airport to Frankfurt city center.
- **Munich:** If you arrive from overseas, you have several options. You can fly directly to Munich or you will arrive in Frankfurt, as it is the biggest airport in Germany. If you do not have a connection flight to Munich, you can either book another flight or buy a train ticket. Our train system is very effective and it will only take about 3 ½ hours from Frankfurt Airport to Munich Central Station. Prices are also reasonable. For further information please see: [www.bahn.de](http://www.bahn.de).

If you arrive at Munich Airport you can take the S-Bahn S1 or S8, which will take you to the city center of Munich within 45 minutes, one-way-tickets cost 9,60 €. For further information please see: [mvv-muenchen.de](http://mvv-muenchen.de). You can also take a taxi for about 65-70 €, depending on your destination.

- **Hamburg:** If you arrive at Hamburg airport 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](http://www.ham.airport.de).
- **Cologne:** To get from the airport Köln/Bonn to the city center is very easy since the airport is directly connected to public transport due to his own train station. You can take the S-Bahn 13 (every 15-20 min) to Cologne Central Station (direction: Ehrenfeld or Hansaring). The ride takes around 15 min and a one-way ticket (price class 1b) costs 2,50 €. Alternatively you can take the regional train RE8 (direction: Mönchengladbach-Koblenz). Please note that there is no train to the city center from 00:41 am until 02:41 am.
- **Berlin:** If you arrive at Berlin Tegel airport you can take various buses and express buses operated by BVG (Berlin Transport Services) to the city center. Bus stops are located right outside Terminal A and B. The ride with the Bus TXL to Berlin central station will take about 25 minutes. The airport is in Zone B and a one-way ticket will cost 2,80€. Please see: <https://www.vbb.de/>. If you arrive at Berlin Schönefeld airport you can take regional trains or busses. Schönefeld Airport has a railway station that provides excellent connections (regional and S-Bahn trains) to Berlin's center and surrounding areas. Numerous bus connections round off the range of local public transport options.

### Local transport

Please note that you must obtain a semester ticket in Dortmund, Cologne, Frankfurt and Hamburg, which enables you to use the public transportation of the greater area of the city (see 2.1).

- **Dortmund:** Bus lines 462 and 465 serve the bus stop “J.-v.-Fraunhofer-Str.”. It is approximately a 2 min. walk to the ISM. The S-Bahn stop “Universitaet” is about 10 min. away from the ISM. Please check [vrr.de/en/index.html](http://vrr.de/en/index.html) for further information on local transport.
- **Frankfurt:** You will get to ISM Frankfurt from the city center by taking S-Bahn 3, 4, 5 or 6, Straßenbahn 16 and 15 or U-Bahn 1, 2 or 3 to the station Südbahnhof. The ISM is located on the southern entrance of the station, just next to the exit Mörfelder Landstraße. Please check [rmv.de](http://rmv.de) for more information on public transportation in Frankfurt.
- **Munich:** You have three possibilities to get to ISM Munich (Karlstraße 35) from the Central Station (Hauptbahnhof):
  - a) Metro: You can take the metro U2 (direction Feldmoching) for only one station to Königsplatz. The ISM is located 50m from the southern entrance of the metro station Königsplatz (exit Karlstraße).
  - b) Tram line: You can take the tram lines 20 (direction Moosach) or 21 (direction Westfriedhof) and get off at the station Karlstraße. The ISM is located 100m in the right direction.
  - c) Feet: You can simply walk to the ISM. It only takes you 7 minutes from the Central Station. Please note that the best way to travel in Munich is a student ticket for local transport. You can buy the ticket per week or per month; the costs depend on how far you live from ISM. The cheapest ticket for one week is 9,20 €, whereas the cheapest ticket for one month is 33,60 €. Please check [muv-muenchen.de](http://muv-muenchen.de) for more information on local transport. After your arrival here at the ISM you will get the form for the MVV student ticket in your welcome package.
- **Hamburg:** The U-Bahn 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.hvv.de](http://www.hvv.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. 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 [stadtrad.hamburg.de](http://stadtrad.hamburg.de).

- **Cologne:** There are several options how to get to the ISM campus in the media park. From the Central Station you can directly take the S-Bahn 12 to Hansaring. The other way is to take the metro line 15 or 12 (it’s overground) from Barbarossaplatz (which is also located in the city center) to the station Christophstr./Mediapark. From both train stations it takes a 5 min walk and it is easy to get right to the Mediapark since the ISM school is located next to the highest building in Cologne (KölnTurm). The school is located in building no. 5 and there is no way NOT to find it: the house numbers in front of the buildings are the biggest in Cologne with a height of 2,40 m.
- **Berlin:** You can either use the U-Bahn (U7) or S-Bahn (S1) as well as several bus lines (104, 106, 187, M48, M85) to get to ISM Berlin. With the U-Bahn you have to get off at the stop Eisenacher Straße. With the S-Bahn go off at Julius-Leber-Brücke. And if you are travelling by Bus you will get off at Kaiser-Wilhelm-Platz. ISM Berlin is situated in an old Post Office in Berlin-Schöneberg’s “Akazienkiez”-area. You will enter a gate leading into a courtyard where you will use the entrance E, then take the lift to the 5th floor.

## Student ID

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 upload during the application. 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 €).

One normal black-and-white A4 copy costs 0,05 € and a colored A4 copy costs 0,25 €. 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 ISM buildings.

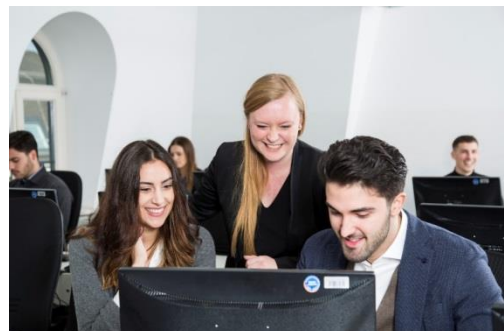
If you want to charge the card, you can do it at

- **Dortmund:** the white box next to the ISM Mensa
- **Frankfurt:** money loader in the printer room, ground floor
- **Munich:** the secretary office on the ground floor
- **Hamburg:** the copy room on the 2<sup>nd</sup> floor
- **Cologne:** in room K209
- **Berlin:** tbd

## IT

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

If your own notebook has a wireless LAN function you can access the internet from each spot in the school. You will



an instruction how to access the Wi-Fi in the ISM Net ([ism-net.de](http://ism-net.de) > University > IT System Administration > Downloads > Anleitungen/Instructions > Wireless LAN). If you have any problems with your wireless LAN connection, please contact the IT department ([edv@ism.de](mailto:edv@ism.de)).

Exchange and visiting students will be provided with an ISM 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 ISM Net displays such vital things as the curriculum, course registration forms, community contacts, apartment sharing, student clubs, events, party dates, etc.. All relevant information on your ISM accounts and passwords can be found on your personal Student Data Sheet.

Please note that the main communication is via email. So please check your ISM emails regularly. The ISM Email-account will be available for ISM students until 1<sup>st</sup> of May when you study at ISM in the fall term or until 1<sup>st</sup> of November if you study at ISM for a full academic year or in the spring term. After these dates we will delete the account.



## Library

If you wish to find a quiet place to review your class notes, the recently modernized student library may be your place to be! You can enter the OPAC catalogue via the ISM Net to search for books. If you would like to indulge in further self-study at home, you may borrow books overnight (you can borrow the book around closing hours of the library and return it the next morning around opening hours).



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

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

# BACHELOR PROGRAM

## 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.

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 75 %. Otherwise we cannot award the credits.**

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

Incoming students normally participate in the lectures (taught in German) of the 5th and 6th semester and in the ISM Business Certificate courses (taught in English). It is possible to choose lectures either of the fifth or sixth semester in all nine specializations International Management, Marketing & Communications Management, Finance & Management, Psychology & Management, Tourism & Event Management, Global Brand & Fashion Management, International Sports Management, Information Systems, Business Law. Just be aware that classes of different semesters and specializations might take place at the same time. **ISM recommends that you predominantly attend the lectures of one semester and one specialization. Please note that you can only take entire modules in case you are studying one of the Bachelor programs in German.**

**You will make your final course choice at the beginning of the semester in the ISM Net. 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.**

## Semester dates 2023/24

The fall semester 2023 will start on Monday, September 18<sup>th</sup>, 2022 and will end on December 22<sup>nd</sup>, 2023. 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 28<sup>th</sup> until September 14<sup>th</sup>, 2023. There is an Orientation Day on Friday, September 15<sup>th</sup>, 2023 which is mandatory.

The spring semester 2024 will start on Monday, March 18<sup>th</sup>, 2024 and will end on June, 21<sup>st</sup> 2024. 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 26<sup>th</sup>, 2024 until March 14<sup>th</sup>, 2024. There is an orientation day on March 15<sup>th</sup>, 2024 which is mandatory.

## 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 ISM Net under the section "Studies > Examination Office > Downloads > 5 Internationale Studenten /International students".

## Courses taught in German

Exchange students who come to the ISM with a command of German that allows them to follow classes and complete assignments in German may take courses of the regular Bachelor programs fully taught in German. We require a level of minimum of B2 (better C1) for admission to these courses.

When choosing your courses taught in German, please note that we can only guarantee that courses will not overlap if you choose from only one specialisation area (f.ex. IM). Please note that this is the **course offer for a whole academic year**. Here you see an overview of the courses which courses are offered in which semester. **Please note that you always have to take the whole module with all three courses!** The reason is that at the end of the semester it is only one (!) exam which includes the topics of the three courses. It is not possible to write just an exam of one course. For these courses you need a German language level of minimum B2/C1. The level is quite high because these courses belong to the last year of our regular Bachelor students.

WS = fall term

SS = spring term

Code	German module/course title	English translation	ECTS	Term	Language of instruction
<b>V01</b>	<b>Unternehmensanalyse</b>	<b>Business analysis</b>	<b>6</b>		
V01-1	Auditing	Auditing	2	WS	German
V01-2	Unternehmensbewertung	Business valuation	2		
V01-3	Unternehmensrating	Corporate rating	2		
<b>V03</b>	<b>Unternehmenssteuerung</b>	<b>Controlling</b>	<b>6</b>		
V03-1	Strategisches Controlling	Strategic controlling	2	SS	German
V03-2	Operatives Controlling	Operational controlling	2		
V03-3	Steuerung multinationaler Unternehmen	Controlling of multinational enterprises	2		
<b>V07</b>	<b>General Management</b>	<b>General management</b>	<b>6</b>		
V07-1	Strategisches Management	Strategic management	2	WS	German
V07-2	Leadership & Motivation	Leadership & motivation	2		
V07-3	Krisen- & Sanierungsmanagement	Crisis management and recapitalization	2		
<b>V09</b>	<b>Eventdesign &amp; -management</b>	<b>Event design &amp; management</b>	<b>6</b>		
V09-1	Kreation & Konzeption	Creation & conception	2	WS	German
V09-2	Planung & Realisation	Planning & realization	2		
V09-3	Eventcontrolling	Event controlling	2		
<b>V10</b>	<b>Reiseveranstaltungsmanagement</b>	<b>Tour operator management</b>	<b>6</b>		
V10-1	Management von Reiseveranstaltern & -mittlern	Management of tour operators & travel agents	2	SS	German
V10-2	Trends im Privat- & Geschäftsreisemarkt	Private & business travel market trend	2		
V10-3	IT & E-Commerce bei Reiseveranstaltern & -mittlern	Tour operator & travel agent IT solutions & E-commerce	2		
<b>V11</b>	<b>Hotelmanagement</b>	<b>Hospitality management</b>	<b>6</b>		
V11-1	Hotel Management und Food & Beverage-Management	Hospitality and food & beverage management	2	WS	German
V11-2	Trends im Hotelmarkt	Hospitality market trends	2		
V11-3	IT & E-Commerce im Hotelmarkt	Hospitality market IT solutions & E-commerce	2		
<b>V12</b>	<b>Medienmanagement</b>	<b>Media management</b>	<b>6</b>		
V12-1	Corporate Publishing	Corporate publishing	2	WS	German
V12-2	Social Media & Online-Kommunikation	Social media & online communication	2		
V12-3	Broadcast Management & TV-Produktion	Broadcast management & TV production	2		
<b>V13</b>	<b>Public Relations</b>	<b>Public relations</b>	<b>6</b>		
V13-1	PR-Konzeption	PR conception	2	SS	German
V13-2	PR-Praxis	PR case	2		
V13-3	Corporate Identity & Corporate Image	Corporate identity & corporate image	2		
<b>V15</b>	<b>Luftverkehrs- und Kreuzfahrtmanagement</b>	<b>Aviation &amp; Cruise Management</b>	<b>6</b>		
V15-1	Rahmenbedingungen & internationale Verkehrsmärkte	Frameworks & international tourism traffic markets	2	SS	German
V15-2	Luftverkehrsmanagement	Aviation Management	2		
V15-3	Kreuzfahrtmanagement	Cruise Management	2		
<b>V16</b>	<b>Unternehmensstrukturierung</b>	<b>Corporate structuring</b>	<b>6</b>		
V16-1	Beteiligungsmanagement	Investment management	2	SS	German
V16-2	Corporate Finance im Mittelstand	Corporate finance for SMEs	2		
V16-3	Mergers & Acquisitions	Mergers & acquisitions	2		



<b>V17</b>	<b>Human Resources Management</b>	<b>Human resources management</b>	<b>6</b>		
V17-1	Strategisches Human Resources Management	Strategic human resources management	2	SS	German
V17-2	Human Resources I: Gewinnung, Auswahl, Performance	Human resources I: attraction, selection, performance	2		
V17-3	Human Resources II: Entwicklung, Bindung, Veränderung	Human resources II: development, retention, transition	2		
<b>V18</b>	<b>Personal- &amp; Organisationspsychologie</b>	<b>Personnel &amp; organizational psychology</b>	<b>6</b>		
V18-1	Personalpsychologie	Personnel psychology	2	WS	German
V18-2	Personalentwicklung	Development & training	2		
V18-3	Organisationspsychologie	Industrial & organizational psychology	2		
<b>V20</b>	<b>Markt- &amp; Werbepsychologie</b>	<b>Market &amp; consumer psychology</b>	<b>6</b>		
V20-1	Konzepte der Markt- und Werbepsychologie	Concepts of market & consumer psychology	2	WS	German
V20-2	Methoden der Konsumentenforschung	Methods of consumer research	2		
V20-3	Werbegestaltung & Werbewirkung	Advertising design and effects	2		
<b>V21</b>	<b>Brand Management</b>	<b>Brand management</b>	<b>6</b>		
V21-1	CRM & Client Data Base Management	CRM & client data base management	2	WS	German/ English
V21-2	Luxury & Fashion Services	Luxury & fashion services	2		
V21-3	Marketing of Luxury Goods & Fashion	Marketing of luxury goods & fashion	2		
<b>V22</b>	<b>Retail &amp; Distribution</b>	<b>Retail &amp; distribution</b>	<b>6</b>		
V22-1	E-Luxury & Fashion	E-luxury & fashion	2	SS	German/ English
V22-2	Distribution Networks & Business Models	Distribution networks & business models	2		
V22-3	Luxury & Fashion Buying & Merchandising	Luxury & fashion buying & merchandising	2		
<b>V23</b>	<b>Diagnostik</b>	<b>Diagnostics</b>	<b>6</b>		
V23-1	Eignungsdiagnostik	Psychological assessment	2	SS	German
V23-2	Fragebogenentwicklung	Questionnaire development	2		
V23-3	Organisationsdiagnostik	Organizational diagnostics	2		
<b>V24</b>	<b>Live-Kommunikation</b>	<b>Live communication</b>	<b>6</b>		
V24-1	Eventmarketing	Event marketing	2	SS	German
V24-2	Erlebniskommunikation	Publicity & public communication	2		
V24-3	MICE	MICE	2		
<b>V25</b>	<b>E-Business</b>	<b>E-Business</b>	<b>6</b>		
V25-1	E-Beschaffung	E-procurement	2	WS	German/ English
V25-2	E-Commerce	E-commerce	2		
V25-3	Online-Marketing & Social Media	Online marketing & social media	2		
<b>V26</b>	<b>Betriebliche Steuerlehre</b>	<b>Business Taxation</b>	<b>6</b>		
V26-1	Bilanzsteuerrecht	Accounting tax law	2	WS	German
V26-2	Internationales Steuerrecht	International tax law	2		
V26-3	Unternehmenssteuern 3	Corporate taxation 3	2		
<b>V28</b>	<b>Steuerung von Online-Maßnahmen</b>	<b>Management of online measures</b>	<b>6</b>		
V28-1	Search Engine Marketing & Retargeting	Search engine marketing & retargeting	2	SS	German
V28-2	E-Mail Marketing & Online Advertising	E-mail marketing & online advertising	2		
V28-3	Social Media Marketing	Social media marketing	2		
<b>V29</b>	<b>E-Commerce</b>	<b>E-commerce</b>	<b>6</b>		
V29-1	Datenbankstrukturen & Serverlandschaften	Database structure & server environment	2	SS	German
V29-2	Multi Channel Retailing	Multi channel retailing	2		
V29-3	E-Fulfillment	E-fulfillment	2		

<b>V30</b>	<b>Kundenbindungsmanagement</b>	<b>Customer Relationship Management</b>	<b>6</b>		
V30-1	Werbepsychologie	Consumer psychology	2	WS	German
V30-2	Webdesign & Usability	Webdesign & usability	2		
V30-3	E-CRM & Client Database Management	E-CRM & client database management	2		
<b>V31</b>	<b>Unternehmensrecht 2</b>	<b>Law of corporations 2</b>	<b>6</b>		
V31-1	M&A aus rechtlicher Perspektive	M&A	2	WS	German
V31-2	Gesellschaftsrecht 1 - Recht der Personengesellschaften	Corporate law 1 - Partnerships	2		
V31-3	Gesellschaftsrecht 2- Recht der Kapitalgesellschaften	Corporate law 1 - Corporations	2		
<b>V32</b>	<b>Arbeitsrecht</b>	<b>Labour law</b>	<b>6</b>		
V32-1	Individualarbeitsrecht	Individual labour law	2	WS	German
V32-2	Kollektivarbeitsrecht	Collective labour law	2		
V32-3	Internationales Arbeitsrecht, Sozialversicherungsrecht & Arbeitsgerichtsbarkeit	International labour law, social security law & labour law jurisdiction	2		
<b>V33</b>	<b>Unternehmensrecht 3</b>	<b>Law of corporations 3</b>	<b>6</b>		
V33-1	Kredit & Kreditsicherheiten	Loans & security	2	SS	German
V33-2	Zivilprozessrecht & Zwangsvollstreckung	Civil procedure law & judicial enforcement	2		
V33-3	Insolvenz & Sanierung	Bankruptcy & restructuring	2		
<b>V34</b>	<b>Vertriebsrecht</b>	<b>Law of distribution</b>	<b>6</b>		
V34-1	Vertriebsrecht	Law of distribution	2	SS	German
V34-2	Internationales Privatrecht & internationales Zivilprozessrecht	Private international law & international judicial enforcement	2		
V34-3	Marken- & Wettbewerbsrecht	Trademark & competition law	2		
<b>V35</b>	<b>Immobilienrecht</b>	<b>Real Estate Law</b>	<b>6</b>		
V35-1	Vertragsrecht in der Immobilienwirtschaft 1	Real estate contract law 1	2	WS	German
V35-2	Vertragsrecht in der Immobilienwirtschaft 2	Real estate contract law 2	2		
V35-3	Öffentliches Immobilienrecht	Public real estate law	2		
<b>V42</b>	<b>Arbeits- &amp; Gesundheitspsychologie</b>	<b>Work &amp; health psychology</b>	<b>6</b>		
V42-1	Arbeitspsychologie	Work psychology	2	WS	German
V42-2	Human Factors	Human Factors and working environments	2		
V42-3	Betriebliche Gesundheitsförderung	Health psychology and safety management	2		
<b>V43</b>	<b>Innovation im Sportmanagement</b>	<b>Innovation in sports management</b>	<b>6</b>		
V43-1	Methoden der Trendanalyse	Methods of trend analysis	2	WS	German
V43-2	F&E von globalen Sportprodukten	R&D of global sports products	2		
V43-3	Digitales Sportmarketing	Digital sports marketing	2		
<b>V44</b>	<b>Finanzmanagement im Sport</b>	<b>Finance management in sports</b>	<b>6</b>		
V44-1	Investition und Finanzierung im Sport	Investments and finance in sports	2	SS	German
V44-2	Sportagenturen & Sportrechtmanagement	Sports agencies & sports rights managements	2		
V44-3	Internationales Sportrecht	International sports law	2		

## 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. The ISM Business Certificate consists of four core business subjects each bearing 5 ECTS. The core courses can be combined with two courses from a specialization track, also bearing 5 ECTS each. Every course of the Business Certificate includes 12 sessions á 90 minutes.

- **Dortmund** (open in fall and/or spring, 30 ECTS per semester or more):

### Core Business Subjects:

#### BLOCK I

- Strategic Management (5 ECTS)
- International Business Law (5 ECTS)
- Project Management (5 ECTS)
- Operations Management (5 ECTS)

### Core Business Subjects:

#### BLOCK II (this block is taught fully online)

- Strategic Controlling (5 ECTS)
- Crisis Management (5 ECTS)
- Branding & Communication Management (5 ECTS)
- Doing Business in a Global Economy (5 ECTS)

### Core Business Subjects:

#### BLOCK III

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

### Specialisations:

- Tourism Track
- Strategic Tourism Management (5 ECTS)
- International Tourism Markets (5 ECTS)
  
- International Management Track (this track is taught fully online)
- Leading to high performance (5 ECTS)
- Competitive Advantage (5 ECTS)
  
- Finance Track
- Implementation of Derivatives (5 ECTS)
- International Financial Reporting (fall) / International Auditing (spring) (5 ECTS)
  
- Communication Track
- Strategic PR (5 ECTS)
- Intercultural Communication (5 ECTS)

- **Frankfurt** (open in fall and/or spring, 30 ECTS):

#### **FALL TERM**

##### **Core Business Subjects:**

##### **BLOCK IV**

- Business Ethics (5 ECTS)
- Business Planning, Theory & Exercises (5 ECTS)
- Moderation & Presentation (5 ECTS)
- Principles of Corporate Management (5 ECTS)

##### **Specialisation:**

##### **Communication Track**

- Intercultural Management (5 ECTS)
- Strategic PR (5 ECTS)

#### **SPRING TERM**

##### **Core Business Subjects:**

##### **BLOCK V**

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

##### **Specialisations:**

##### **Finance Track**

- Implementation of Derivatives (5 ECTS)
- International Financial Reporting (5 ECTS)

##### **Communication Track**

- Intercultural Management (5 ECTS)
- Strategic PR (5 ECTS)

- **Munich** (open in fall, 30 ECTS):

##### **Core Business Subjects:**

##### **BLOCK VI**

- International Trade and Sales (5 ECTS)
- Strategic Management (5 ECTS)
- Global Communications (5 ECTS)
- International Finance Management (5 ECTS)

##### **Specialisation:**

##### **International Management Track**

- Leading to high performance (5 ECTS)
- Competitive Advantage (5 ECTS)

- **Hamburg** (open in fall, 30 ECTS):

##### **Core Business Subjects:**

##### **BLOCK VII**

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

##### **Specialisation:**

##### **Psychology & Management Track**

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



- **Cologne** (open in spring, 30 ECTS):

**Core Business Subjects:**

**BLOCK VIII**

- Strategic Controlling (5 ECTS)
- Branding & Communication Management (5 ECTS)
- Crisis Management (5 ECTS)
- Doing Business in a Global Economy (5 ECTS)

**Specialisation:**

**Luxury Brand& Fashion Management**

- Marketing of Luxury Goods & Fashion (5 ECTS)
- Luxury & Fashion Buying and Merchandising (5 ECTS)

- **Berlin** (open in fall and/or spring, 30 ECTS):

**FALL TERM:**

**Core Business Subjects:**

**BLOCK VIII**

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

**Specialisation:**

**Sports Management Track**

- Introduction to International Sports Management (5 ECTS)
- Management of International Professional Sports (5 ECTS)

**SPRING TERM:**

**Core Business Subjects:**

**BLOCK X**

- Project Management (5 ECTS)
- Strategic Management (5 ECTS)
- Operations Management (5 ECTS)
- International Business Law (5 ECTS)

**Specialisation:**

**Law Track**

- Introduction to German Law (5 ECTS)
- Trademark Law and Unfair Competition Law (5 ECTS)

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 ISM Net.

## Business Preparation Program (in Dortmund and Frankfurt)

Students from our Chinese and Indian agencies who participate in the Business Preparation Program (=International Business Certificate) have an additional track offer in the spring term which is called "BPP track" with the two courses "Global Capital Markets and Finance" and "International Transport Logistics". The BPP track is strongly recommended for those who afterwards want to pursue the M.Sc. Finance or M.Sc. International Logistics & Supply Chain Management.

Students who will study within the Business Preparation Program for two semesters (fall and spring): in sum you will study 60 ECTS (30 ECTS per semester).

Students who will study within the Business Preparation Program for one semester (only spring): you will study 40 ECTS.

# MASTER PROGRAM

There are four Master programs fully taught in English:

1. Master International Management (offered in Dortmund, Frankfurt, Munich, Hamburg and Berlin)
2. Master International Logistics & Supply Chain Management (offered in Frankfurt and Hamburg)
3. Master Finance (offered in Dortmund, Frankfurt, Munich and Berlin)
4. Master Luxury, Fashion & Sales Management (offered in Munich and Berlin)

## 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 or visiting student you have no course choice which means that you have to take all the courses of the semester (apart from the mandatory election of modules). If you need any advice regarding the courses, please contact the International Office. For each semester and group, you can consult course timetable published in the new ISM Net. As your class schedule changes **nearly every week**, please check your ISM email account very regularly as most changes are communicated via email and in the ISM Net.

**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.**

## Semester Dates for all Master Programs

The **fall semester 2023** will start on Monday, October 4<sup>th</sup>, 2023 and will end on January 12<sup>th</sup>, 2024. Your exams will take place within the last week of the semester. The deadline for papers is 11<sup>th</sup> of March, 2024. The German Intensive Language course will take place prior to the semester start, from August 28<sup>th</sup> until September 14<sup>th</sup>, 2023 (please note that you have 2 ½ weeks off after the German Intensive Course before the semester starts with the Orientation Day).

There is an orientation session within the first week of your semester.

The **spring semester 2024** will start on Monday, April 2<sup>nd</sup>, 2024 and will end on July 5<sup>th</sup>, 2024. Your exams will take place within the last week of the semester. The deadline for papers is 30<sup>th</sup> of August, 2024. The German Intensive Language course will take place prior to the semester start, from February 26<sup>th</sup> until March 14<sup>th</sup>, 2024 (please note that you have 2 weeks off after the German Intensive Course before the semester starts with the Orientation Day).

There is an orientation session within the first week of your semester.

## Exams

Most coursework at the ISM is completed with a final exam or paper. 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 ISM Net under the section “Studies > Examination Office > Downloads > Pruefungen/exams”.

## Master Programs

The following Master Programs are all held in English and available for international students:

### Master International Management (Dortmund, Frankfurt, Munich, Hamburg, Berlin)

*Fall term – 30 ECTS*

<b>International Business Environment</b>	<b>6</b>
International Business Law	2
International Financial Management	2
International Financial Reporting	2
<b>International Strategic Management</b>	<b>6</b>
Advanced Strategic Management	2
Business Development	2
International Business Game	2
<b>Innovation Competence</b>	<b>6</b>
Innovation Management	2
Project Management	2
New Business Models & Design Thinking	2
<b>Organizational Development</b>	<b>6</b>
Global HR Management	2
New Work in International Organizations	2
Transformation in the Global Environment	2
<b>Leadership Skills</b>	<b>6</b>
Corporate Governance & Business Ethics	2
Negotiation, Communication & Executive Presentations	2
Cross Cultural Leadership	2

*Spring term – 24 ECTS*

<b>Consulting Project</b>	<b>6</b>
Managing Consulting Projects	2
Consulting Project	4
<b>International Controlling &amp; Corporate Finance</b>	<b>6</b>
Corporate Controlling	2
Business Planning & Venture Capital	2
Financial Risk Management	2
<b>Marketing in a Globalized World</b>	<b>6</b>
Digital Marketing	2
Customer Relationship Management	2
Advanced Market Research	2
<b>International Operations Management</b>	<b>6</b>
Global Sourcing	2
Production & Supply Chain Management	2
Logistics Management	2

### Master International Logistics & Supply Chain Management (Frankfurt, Hamburg)

*Fall term – 30 ECTS*

<b>Transportation Modes &amp; Business Models</b>	<b>6</b>
Land & Sea Transport	2
Aviation Transport	2
Infrastructure Management	2
<b>Operations Management</b>	<b>6</b>
Process Management	2
Supply Chain Management	2
Quality Management	2
<b>General Management in Logistics &amp; SCM</b>	<b>6</b>
Strategic Management	2
Human Resources Management	2
Business Transformation	2
<b>Methodologies in Logistics &amp; SCM</b>	<b>6</b>
Quantitative Methods & Operations Research	2
Data Science & Business Intelligence	2
Scientific Working	2
<b>Leadership Skills</b>	<b>6</b>
Corporate Governance & Business Ethics	2
Negotiation, Communication & Executive Presentations	2
Cross Cultural Leadership	2

*Spring term – 24 ECTS*

<b>Advanced Transport Management</b>	<b>6</b>
Forecasting, Capacity Planning & Network Management	2
Yield Management & Pricing	2
Marketing & CRM	2
<b>Finance &amp; Risk Management in Logistics &amp; SCM</b>	<b>6</b>
Managerial Accounting	2
Financial Analysis & Planning	2
Risk Management	2
<b>International Environment of Logistics &amp; SCM</b>	<b>6</b>
Digital & Sustainable Supply Chains	2
Ecology & Economics	2
International Law, Transport Policy & Lobbying	2
<b>Project Work in Logistics &amp; SCM</b>	<b>6</b>
Project Management & Consulting Methods	2
Consulting Project	4

## Master Finance (Dortmund, Frankfurt, Munich)

Fall term – 24 ECTS

<b>QF</b>	<b>Quantitative Finance</b>	<b>6</b>
QF-01	Financial Mathematics	2
QF-02	Investment & Financing	2
QF-03	Statistics & Financial Modelling	2
<b>FM</b>	<b>Finance Management</b>	<b>6</b>
FM-01	Asset Management	3
FM-02	Corporate Finance	3
<b>FT</b>	<b>Financial Theory</b>	<b>6</b>
FT-01	Capital Market Theory	2
FT-02	Option Pricing Theory	2
FT-03	Derivatives	2
<b>ATL</b>	<b>Accounting, Taxation &amp; Law</b>	<b>6</b>
ATL-1	International Business Law	2
ATL-2	International Accounting	2
ATL-3	International Taxation	2
<b>LS</b>	<b>Leadership Skills</b>	<b>6</b>
LS-01	Corporate Governance & Business Ethics	2
LS-02	Negotiation, Communication & Executive Presentations	2
LS-03	Cross Cultural Leadership	2

Spring term – 30 ECTS

<b>FE</b>	<b>Financial Engineering</b>	<b>6</b>
FE-01	Alternative Investments	2
FE-02	Financial Market Products	2
FE-03	Financial Risk Management	2
<b>FP</b>	<b>Financial Planning &amp; Rating</b>	<b>6</b>
FP-01	Business Planning & Modelling	2
FP-02	Rating	2
FP-03	Bank Management	2
<b>OM</b>	<b>Operational Management</b>	<b>6</b>
OM-01	Investment Banking	2
OM-02	Commodity Portfolio Management	2
OM-03	Real Estate Management	2
<b>AC</b>	<b>Accounting (election 1 aus 2)</b>	<b>6</b>
AC-01	IFRS 1	2
AC-02	IFRS 2	2
AC-03	Auditing	2
<b>CO</b>	<b>Controlling (election 1 aus 2)</b>	<b>6</b>
CO-01	Value-based Business Management	2
CO-02	Business Planning & Venture Capital	2
CO-03	Corporate Valuation	2

## Master Luxury, Fashion & Sales Management (Munich, Berlin)

Fall term – 30 ECTS

<b>LFSM1</b>	<b>Fundamentals of Luxury &amp; Fashion Management</b>	<b>6</b>
LFSM1-1	Strategies, Markets & Players	2
LFSM1-2	Consumer Behavior	2
LFSM1-3	Trademark Law & Copyright	2
<b>LFSM2</b>	<b>Brand Management</b>	<b>6</b>
LFSM2-1	Brand Identity, Value & Pricing	2
LFSM2-2	Brand Architecture	2
LFSM2-3	Luxury Brand Communication, Media Planning & Controlling	2
<b>LFSM3</b>	<b>Design &amp; Operations Management</b>	<b>6</b>
LFSM3-1	Industrial & Product Design	2
LFSM3-2	Luxury & Fashion Buying	2
LFSM3-3	Supply Chain & Operations Management	2
<b>LFSM4</b>	<b>Marketing Research</b>	<b>6</b>
LFSM4-1	Qualitative Market Research	2
LFSM4-2	Advanced (Quantitative) Market Research	2
LFSM4-3	Marketing Analytics & Data-driven	2
<b>LFSM5</b>	<b>Sales Management</b>	<b>6</b>
LFSM5-1	Sales Performance Management	2
LFSM5-2	E-Tailing	2
LFSM5-3	Recruitment & Training Strategies	2

Spring term – 24 ECTS

<b>LFSM6</b>	<b>Customer Experience Management</b>	<b>6</b>
LFSM6-1	CRM & Clienteling	2
LFSM6-2	Architecture, Interior Design &	2
LFSM6-3	Creativity, Art & Luxury Event Management	2
<b>LS</b>	<b>Leadership Skills</b>	<b>6</b>
LS-1	Corporate Governance & Business Ethics	2
LS-2	Negotiation, Communication & Executive Presentations	2
LS-3	Cross Cultural Leadership	2
<b>LFSM7</b>	<b>New Luxury Management</b>	<b>6</b>
LFSM7-1	Developing New Luxury Models: Design Thinking Method	2
LFSM7-2	Digital Luxury	2
LFSM7-3	Sustainable Luxury	2
<b>LFSM8</b>	<b>Market Research Project / Case</b>	<b>6</b>
LFSM8-1	Market Research Project / Case	6

## 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 examination office. You have to hand in a hard copy of every paper at the examination office in due time. If you do a presentation instead of a paper you do not need to hand in the slides at the examination office but only give it to the professor if he requires you to do so.

## The ISM Net (Intranet of the ISM)

The ISM Net is the intranet of the ISM homepage and is designed for students, professors, staff and guests and contains important in-house information on academics, events etc.

The ISM Net is the internal part of the homepage and can be accessed on [ism-net.de](http://ism-net.de). This Information system is aimed at students, professors, staff and guests. On the ISM Net, internal information as well as the descriptions of the lectures is published. Limited access to the ISM Net is available before you get your Login and Password on your Student Data Sheet. The unrestricted access will be given to you after receiving your application form and contact details, especially your Email address.

The ISM Net is divided into different parts (e.g. Vorlesungen/Dozenten or Ausland & Karriere). The front page contains new releases made by student clubs or administration. You also find the sign-in-lists (Engagement > Participant Lists) you have for extra activities (e.g. of the Buddy Program) or language classes.

In the upper left corner it says ‘Profil’. 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 ISM Net

The access to the ISM Net is available via [my.ism.de](http://my.ism.de) and requires internet access.

Your user name will be first name.last name. And you will get the password for the intranet during Orientation Day and in your welcome package. In case you forget your login data please contact the IT staff.



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Studies University Engagement ISM

**Profil**

**Carolin Elisabeth Krabs**  
Dortmund  
Mat-Nr: 1-162-02-2



[Upload profile picture](#)

carolin.krabs@ism.de  
+49 (0) 231 975139-558


Did your contact details change?  
[Please report this to us.](#)

**Event Schedule**

MO	TU	WE	TH	FR	SA
Di 13.02.2018					
No lessons planned!					


[COMPLETE EVENT SCHEDULE](#)

**News**




Scholarship for Mexican student

19.12.2017 11:01 [Read](#)




Ready for take-off - an internship at Lufthansa

18.12.2017 12:19 [Read](#)



Time to look back and ahead: ISM News 03/2017

08.12.2017 11:03 [Read](#)



Ready, steady go and get packing! International Day at ISM

29.11.2017 13:15 [Read](#)

## German Language courses

Foreign students can take part in a 3-week intensive German language course prior to semester start (€480 + an additional fee for books/study material). You will get 6 ECTS for the course if you pass the course successfully. The course will take place from Monday to Friday with 90 teaching units in sum. There will be a course for beginners and if there are enough interested students, we will also offer a language course for advanced learners.

In addition we offer three different German language courses during the semester for free with 3 ECTS, each course has 10 sessions á 90 minutes. The levels will be:

a) A1.2 (for example for students who studied the beginner level German Intensive Course prior to semester start)

b) A2

c) B1/B1+ Advanced Business presentations

If you are not sure about your level, feel free to contact our German language teacher Claudia Bork via [claudia.bork@ism.de](mailto:claudia.bork@ism.de)

Please note that we do not offer any German language course for beginners during the semester. So if you want to start learning German, join our German Intensive Course prior to semester start and then you can continue with the German language course during the semester with the A1.2 level.

# LIVING COSTS

The cost of living will of course depend on the individual situation (and tastes) as well as on the city you choose to study. There are some points you need to consider. Please have a glance at the chart below about the arising costs at the different locations of ISM:

	Dortmund	Frankfurt	Cologne	Hamburg	Munich	Berlin
<b>Accommodation</b> (per month)	350 – 700 €	600 – 900 €			800 – 1000 €	450-700 €
<b>GEZ</b> (Gebühreneinzugszentrale)	In Germany we have the GEZ (Radio and TV license fee) of monthly 17,98 € for every apartment. This fee has to be paid anyway because it is bonded to the flat and not on the number of televisions or radios you own. Please check <a href="http://www.rundfunkbeitrag.de/">http://www.rundfunkbeitrag.de/</a> for further information regarding GEZ information in German only.					
<b>Groceries</b> (per month)	120 – 200 € The ISM in Dortmund has a cafeteria, a menu costs about 3,30 € to 4,50 €.					
<b>Transportation</b> (semester tickets are always valid for a whole semester)	With the semester ticket you can travel with public transportation in north-rhine-westphalia.  ~210,00	With the semester ticket you can drive in "Rhein-Main-Verkehrsverbund", "Nordhessischen Verkehrsverbund" and parts of the "Verkehrsverbund Rhein-Neckar".  190,00 €	The semester ticket is valid all over Cologne.  ~210,00	The semester ticket is valid all over Hamburg.  160,50 €	Depends on the area of application.  50 – 205 € (per month)	Option for a semester ticket needs to be confirmed
<b>Coffee/cappuccino</b> (in a café)	3,00 €					
<b>Beer</b> (at a restaurant or bar)	3,00 €	3,00 - 5,00 €		3,00 -10,00 €	3,00- 5,00 €	
<b>Study material/books</b>	There is a library in every location printing and copies possible at ISM b/w copies 0,04 € & colour 0,18 €.					
<b>Cinema-ticket</b> (ask for student discount)	10,00 €					
<b>SimCard</b> for Smartphones	<b>Some operator have contracts without a basic charge and you can cancel within 30 days e. g. O2, Alice, Congstar, Klarmobil, Simply, Simyo and Tchibo.</b> The costs are about 30,00 €. Pre-Paid Cards are also an option. You pay a basic charge of approximately 20,00 €. Afterwards you can load money on the card for using the internet or calling with friends etc.					

	Dortmund	Frankfurt	Cologne	Hamburg	Munich	Berlin
<b>Internet</b> (for home use)	Be careful before signing a contract, mostly it is for at least 1 year! The cost per month is approximately 30,00 €. Please have in mind that the allocation before you can use the internet takes about one month.  Another option would be a UMTS-Stick however with 60,00 € it is more expensive.					
<b>Health insurance</b>	For every person in Germany a health insurance is compulsory. The monthly costs for students amount to approximately 80,00 €. if you have the European Health Insurance Card (EHIC), it covers the insurance in Germany as well.					
<b>Students experience:</b> What was your average expenditure per month (incl. rent, food, activities)	618,00 €	823,00 €	700,00 €	718,00 €	913,00 €	700-800 €

# SOCIAL LIFE

## 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 ISM Net (“Participant Lists”). This procedure is explained to you during the IT orientation.

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.

Feel free to contact your German buddy whenever you could need a little help or would like to meet with a local!



## Student Clubs and Extracurricular Activities

ISM-students have founded a number of student clubs. Variety ranges from consulting (ConsultISM) and tourism (AK TourISM) to politics (PolitISM) and finance (AK Banking). You will find more information on these clubs and their activities on the ISM Net > Engagement > Working Groups. 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.

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

## Running Dinner

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

It is a great chance to meet a lot of people and to talk to lecturers and staff in a different surrounding as they participate as well. Following the eating marathon there is always the best party of the semester and the next morning it is often seen that some students and even some lecturers go to the first class straight from the party. **So do not miss it!**

## Cafeteria and Vending Machines

There is a soda, a coffee and a candy vending machine at each ISM campus. These machines have proven live-saving when having a long day at the ISM. In Frankfurt, Munich and Hamburg you will also find microwaves for home cooked meals and a public fridge.



- **Dortmund:** The ISM cafeteria is usually open between 8 am and 3 pm (lunch hours are 11:30 am to 2:30 pm). The lunch menu varies daily (the menu is available at [www.ism.de](http://www.ism.de) > Service > Cafeteria) or directly in the Mensa for the respective week). A vegetarian dish is also available.
- **Frankfurt:** Close to ISM there are several lunch options: Bakeries (Eifler, Wiener Feinbäcker, Backwerk), Italian fast food, Thai fast food, McDonald's, Supermarket REWE or Alnatura, German Butchery Thoma with lunch specials (Textorstraße) – special tip!, Turkish restaurant (Textorstraße)
- **Munich:** There are also a supermarket as well as several bakeries and restaurants in close proximity to the ISM. In case you have a longer lunch break you can either quickly head over to Central Station for your favorite treat of Burger King, Starbucks and Yormas's (Sandwiches etc), or throw in another five minutes of walking and find yourself at Karlsplatz, the beginning of the pedestrian zone in the city centre. There are also three cafeterias from the public universities in close distance to the ISM.
- **Hamburg:** During the semester a Turkish woman cooks for ISM students and you can buy a daily meal or sweets. And 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. As an ISM student, you will get a 10 % discount on food and drinks. There is an Italian restaurant called "Rudolph's" right behind the ISM ([www.rudolphs-hamburg.de](http://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.
- **Cologne:** Due to ISM's location in the Mediapark it is very easy to get something to eat. The Mediapark offers a lot of fast-food shops as well as restaurants. For example you can enjoy nice Italian food at the Vapiano or enjoy a Burger at Hans-im-Glück. If you only feel like something small from the bakery that is really easy as well. Check out what else you can find in the Mediapark on the following website: [mediapark.de/index.php?id=203](http://mediapark.de/index.php?id=203).
- **Berlin:** The Berlin campus is located close to a neighborhood called "Akazienkiez". Right around the corner, you will find dining possibilities such as Indian, Thai or Italian restaurants that offer a great variety of lunch and dinner meals. In addition, don't miss the several Kebap-restaurants up and down Hauptstraße. Other places like the famous "Café Bilderbuch" will strike with its charming cozy atmosphere. However, if you rather feel like having a short lunch REWE and Edeka are supermarkets located right across the street from our university. You can use the fresh REWE Salad bar or stop by the little "Back Factory" at the corner for a quick stop of "Brötchen" or snacks.



## How to open a Bank Account

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

## Electric Plugs

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.

## Arriving by Car

If you decide to come to Germany by car please note that in Germany environmental zones have been introduced. It is therefore necessary for you to buy an environmental badge which is obligatory for driving in green zones in Germany. For more information please visit: [umwelt-plakette.de](http://umwelt-plakette.de) - here you will be able to choose your native language for further information. Be aware that should you be driving without the badge in green zones and be stopped by the police – they will charge you a fine.

## Car Park at the ISM (only available at the ISM Dortmund)

In Dortmund we have a car park next to the ISM. The car park is secured by a gate which can be opened by using the student ID card. Please note that you have to park in the parking spaces. Unfortunately the car park is always very full and students use the middle lines. If you park behind other cars, please put your mobile number behind the windscreen, so that the other students can call you if they want to leave the car park (please use vibration alert during classes). If you forget to put your mobile number in your car, the car will be towed away (it costs approximately 100 Euro to get it back)! Additionally please do not park your car in front of the B-building and in the middle line in front of the Mensa.

## Medical Service

If you are ill and you need medical service (general practitioner), please come to our office or call us and we are happy to help you! You can also have a look here:

- **Dortmund:** [kvwl.de/earzt](http://kvwl.de/earzt) Please fill out the following parts:  
PLZ/Ort: 44227 or 44137/Dortmund  
Suche nach Hausarzt: please click on "Allgemeinmedizin"  
Sprache: Please choose a language which the doctor should speak.
- **Frankfurt:** If you are ill and you need to see a doctor, then you can have a look at: [arztsucheessen.de](http://arztsucheessen.de)
- **Munich:** There is also a list of English speaking practitioners to be found on the website of the British embassy in Germany:  
[webarchive.nationalarchives.gov.uk/20130217073211/http://ukingermany.fco.gov.uk/resources/en/pdf/4971486/4971706/munich\\_doctors.pdf](http://webarchive.nationalarchives.gov.uk/20130217073211/http://ukingermany.fco.gov.uk/resources/en/pdf/4971486/4971706/munich_doctors.pdf)
- **Hamburg:** [www.aerztekammer-hamburg.de/patienten/hamb\\_aerzte.htm](http://www.aerztekammer-hamburg.de/patienten/hamb_aerzte.htm)  
Please click on "Allgemeinmedizin" in the second box and choose the district you live in
- **Cologne:** There are a lot of specialists and doctors in Cologne. You could just google a specialist you need, that is close to you or use this website: [helios-haus.de](http://helios-haus.de)
- **Berlin:** You can search for doctors through this link:



[http://www.aerzte-berlin.de/\\_php/therapie30/fach.php](http://www.aerzte-berlin.de/_php/therapie30/fach.php). About the filtering: You can filter per language the doctor speaks, under "Sprache". If you search for a generalist, you should pick "Allgemeinmedizin" under "Fachrichtung". Under "Stadtbezirk" you can choose the area where you are searching. You will get a list of the doctors matching your criteria. Then you just call the doctor and make up an appointment. Other searching tool: <http://doctorberlin.de/>, for doctors speaking English.

## Sports Program

Unfortunately, ISM has no own sports program but there are several options (in general be careful if you sign a contract with a gym, they often have year-contracts:

- **ISM x FitX:** For students planning to dwell at least one year in Germany, a discounted membership amounting to 20€ per month (and a lump-sum registration fee of 29€) for the public fitness center FitX has been arranged. With 95 locations across all Germany, FitX is one of the country's leading fitness service providers and a popular spot for youngsters and students to work out. Further information can be found under <https://www.fitx.de/>.
- **Dortmund:** ISM students can also participate in the sports program of the public university of Dortmund. This sports program offers several courses (Fitness, soccer, dancing, dance-aerobic, bodyforming, beach volleyball, capoeira, boxing, hiphop, hockey, jazz dance, taekwondo, diving, salsa, softball, tennis, ...) where students can participate. Only a few courses have a limited number of participants. For these courses you have to register. The public university has different semester dates:
  - holiday program: mid February until mid April and beginning of August until beginning of October
  - semester program: mid April until mid July and mid October until beginning of February

The price for ISM students for the holiday program is 9 €, the price for the semester program is 15 € (if you buy the semester ticket, the holiday program is already included).

Please note that if you want to buy the ticket online ([hs.tu-dortmund.de](https://hs.tu-dortmund.de) > Sportkarte) you need a German bank account (payment is made by automatic debit transfer system) and a printer because you have to print the ticket after the registration. You can also buy the ticket at the office of the university sport programme (address: Universität Dortmund Campus Nord, EF 61, room: U 03). In that case you will need a cash card (no credit card) to do the payment. Cash will not be accepted.

- **Frankfurt:** You can join the sports program of the Goethe University as an external member. As the website is only available in German I recommend visiting their office in Bockenheim: Zentrum für Hochschulsport der Johann Wolfgang Goethe-Universität, Ginnheimer Landstraße 39, 60487 Frankfurt am Main, E-Mail: [zfh@em.uni-frankfurt.de](mailto:zfh@em.uni-frankfurt.de)  
Website for sports courses and online registration: [web.uni-frankfurt.de/hochschulsport/index.html](http://web.uni-frankfurt.de/hochschulsport/index.html)

The gym chain McFit has studios in Frankfurt and Offenbach. You are required to sign a contract for a year (20 € per month + registration fee 20 €), but you can cancel any time when leaving the country. The international office can issue such a "leaving" certificate, so that you only have to pay for the months you are in Frankfurt.

The sports club TG-Bornheim has a fee of 9 € per month and offers a variety of sports courses. You can only cancel the contract in November for the current year, so I only recommend this option for fall semester students. Spring semester students must calculate with a total fee of 90€ (March–December). This is their website: [tgbornheim.de](http://tgbornheim.de)

- **Munich:** ISM students are allowed to use Munich's huge sports campus of Technische Universität for a very small fee (starting at 12,50 € for half a year). Since the description of how to enlist is only available in German on the official homepage [www.zhs-muenchen.de](http://www.zhs-muenchen.de), again do not hesitate to ask your Buddies or the International Office for help and guidance.

- For those that just want to visit a regular gym, there are a couple of chains that offer contingent tickets that give permission to visit the respective gym a fixed sum of times, starting at 150 €. Prominent chains to look for are Fitness First, Elixia and McFit.
  - For swimming and sauna facilities check: [muenchen.de/Stadtleben/Sport/M\\_Baeder/4074/index.html](https://muenchen.de/Stadtleben/Sport/M_Baeder/4074/index.html)
  - Last but not least there are occasional football or basketball matches organized by and for ISM students, please get in touch with the international office for further information.
- **Hamburg:** ISM is 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 9 € per month).
  - **Cologne:** Cologne offers a lot of sports. The Mediapark includes a few fitness studios. You can check out on their website. McFit is all over Cologne as well and only costs 19,90 € a month, which is fairly cheap. If you are more of a team player just check out Hochschulsport-koeln.de, Campussport-koeln.de. They often offer good team sports for cheap prices. All in all Cologne just offers a high variety of sports programs of all kind.
  - **Berlin:** Berlin is one of Germany's larger cities where a lot of recreational activities can be used as part of the so called "Urban Sports Programme": [https://urbansportsclub.com/de/berlin1?gclid=EAlaIQobChMlR0mP1Ib25QIVxeN3Ch20yQWEEAAYASAAEgIBFPD\\_BwE](https://urbansportsclub.com/de/berlin1?gclid=EAlaIQobChMlR0mP1Ib25QIVxeN3Ch20yQWEEAAYASAAEgIBFPD_BwE)  
For only 29,00€ you can check in 4-times a month at 323 locations all across Berlin (Cancellation after three months). For an unlimited access to 1011 locations in Berlin you can get the M-Pass which will cost 59,00€ a month (monthly cancellation).  
Another opportunity would be the FitX-gym. They are located wide across the city and cost 20,00€ per month. One of their locations is also right across the street from our campus (monthly cancellation might be possible, however for concrete answers to your situation a direct approach would be advisable).

## Social Media

Each semester we open a Facebook group for each campus and invite you to enter the group so that you can see who will also join the next semester and can already get in touch with your future fellow students. You will get an invitation for the group via email.

In addition you are more than welcome to join our Alumni group "ISM - international group - exchange your experiences!" to meet the "old" students, to exchange experiences, to ask questions and to get information and news from ISM.

Of course ISM has also an official Facebook page which you can like:

[facebook.com/ISM.Hochschule](https://facebook.com/ISM.Hochschule)



## Further Information

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

- [daad.de](https://www.daad.de) (DAAD = German Academic Exchange Service)
- [study-in.de/en](https://www.study-in.de/en) (portal about studying and living in Germany)
- [young-germany.de](https://www.young-germany.de) (a career, education and lifestyle guide)