



## Department International Relations

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Heather Metcalfe  
Manager International  
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(on maternity leave)

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### *TERM DATES (for 2016/17):*

Spring 2016	March 7 – June 26	<i>incl. 1 week of orientation (mandatory)</i>
Fall 2016	August 29 – December 18	<i>incl. 1 week of orientation (mandatory)</i>
Winter 2017:	January 6 – March 19	<i>incl. 1 day of orientation (mandatory)</i>
Spring 2017	March 13 – July 2	<i>incl. 1 week of orientation (mandatory)</i>
Fall 2017	September 4 – December 24	<i>incl. 1 week of orientation (mandatory)</i>

We do not accept late arrivals!

### *Open for incoming exchange students:*

MBA: Fall (only 1<sup>st</sup> year courses!) | Winter | Spring  
MSc: Fall | Spring



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## **EXCHANGE APPLICATION:**

Nomination by the exchange coordinator of the partner school is required!

**Online application:** [study.hhl.de](http://study.hhl.de) After the successful online application, HHL will send out an information package to the universities of the students chosen to attend HHL. This package will contain all information and forms required for your exchange. It will contain also an official letter of acceptance (required for issuing a student visa).

**Application deadline:** For non EU-citizens: 4 months prior the requested start of the exchange period (EU/US-citizens: 3 months).

[www.hhl.de/discover-hhl/international-relations/incomings/how-to-apply/](http://www.hhl.de/discover-hhl/international-relations/incomings/how-to-apply/)

## **EXPECTED ARRIVAL DATE:**

Latest day of arrival should be 1 day prior to the start of the Orientation (incl. in the dates above).

**We do not accept latecomers!**

## **COURSE RESTRICTIONS:**

MBA-Students coming for an exchange term may take courses from the MBA-program and from the MSc-Program. Courses in the MBA-program may be restricted to exchange students coming from a MBA-program at their home institution. HHL reserves the right to decide individually according to specific requirements such as pre-knowledge and work experience, whether students from other programs are eligible for MBA courses as well. Students coming from consecutive programs (usually a 4 or 5 years European program leading to an equivalent of a Masters degree) are welcome in the MSc-Program.

## **VISA:**

[www.hhl.de/incomings/visa-issues](http://www.hhl.de/incomings/visa-issues)

Student visa required; students coming with a tourist visa will be sent home. In addition, a health insurance (unlimited coverage) is required – can be obtained in Germany. Processing time for a visa can be up to three months at the German consulate!

## **HOUSING:**

[www.hhl.de/discover-hhl/international-relations/incomings/formalities/](http://www.hhl.de/discover-hhl/international-relations/incomings/formalities/)

HHL does not have student dormitories. Some dormitories are available on campus only through the Student Union (Studentenwerk) Leipzig. If you are interested in renting a student dorm, please contact the Student Union Leipzig directly (<http://www.studentenwerk-leipzig.de/en/housing>). Please note that dormitory places are very popular and apply as soon as possible.

**Private Shared apartment:** Leipzig has a lot of open living space available. Some apartments are fully furnished, others come without furniture. You should possibly look for a place in the following parts of the city: Zentrum, Zentrum Süd, Mitte, Lindenau, Südvorstadt, Plagwitz (these locations are close to school). Addresses to contact via Internet:

[www.wg-gesucht.de](http://www.wg-gesucht.de) I [www.easywg.de](http://www.easywg.de) I [www.studenten-wg.de](http://www.studenten-wg.de)

**The first few nights:** For the first few nights in Leipzig – especially if you arrive late in the day – we recommend to stay in one of Leipzig's hostels. Hostel "Sleepy Lion": [www.hostel-leipzig.de](http://www.hostel-leipzig.de) and



# HHL

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GRADUATE SCHOOL  
OF MANAGEMENT

hostel "Central Globetrotter": [www.globetrotter-leipzig.de](http://www.globetrotter-leipzig.de). You should make a reservation in advance since the hostels are usually booked.

### HEALTH INSURANCE:

[www.hhl.de/incomings/health-insurance](http://www.hhl.de/incomings/health-insurance)

When enrolling, students are required to present proof of coverage by a German health insurance carrier. Insurance coverage from outside Germany may fulfill requirements; a decision about this is under responsibility of a German public insurance company. Students who are from countries with which the Federal Republic of Germany has a social insurance agreement (the EU member states, Bosnia-Herzegovina, Croatia, Liechtenstein, Macedonia, Montenegro, Norway, Switzerland, Tunisia and Turkey), and who are insured in their home country, should submit their European Health Insurance Card (EHIC).

### APPROXIMATE LIVING COSTS:

Around 650 € per month – non-EU students must show financial proof of 735 € per month for living costs (together with the visa application).

- **Housing:** around 200 – 350 € per month
- **Meals:** lunch for students in the cafeteria between 2,50 € and 4,00 €
- **Textbooks:** around 50 € for the semester
- **Entertainment:** highly variable
- **Student Union fee:** 193,50 € for the semester (required)
- **Tuition fees:** students have to pay to the [home university](#) according to contracts

### Codes for application:

- **For US-students:** HHL's FAFSA-Code is [G38183](#)  
HHL's Facility Code at the US Dpt. of Veterans Affairs is [3-1-0003-80](#)
- **For EU Erasmus:** HHL's Erasmus Code is [DLeipzig09](#)

### ACADEMIC REQUIREMENTS FOR EXCHANGE STUDENTS:

- Exchange students are recommended to do 20 credits during a regular term. We require a [minimum of 15 credits](#) and allow a [maximum of 30 credits](#).  
Only on request of the home university will exchange students be allowed to overload or underload our minimum/maximum limits.
- German on survival level is recommended (not required).  
German language courses will be offered to all incoming exchange students on three levels:
  - ✓ [A1/A2](#)
  - ✓ [B1](#)
  - ✓ [Business German](#)
- **Fluency in English** to follow courses successfully and complete the coursework is mandatory!
  - ✓ [Language of Instruction is English](#) only
  - ✓ HHL requires a minimum [TOEFL 90](#) or [IELTS 7.0](#) (not older than 2 years)
  - ✓ **Exceptions:** Native English speakers coming from [Australia](#), [Canada](#), [New Zealand](#), [Singapore](#), [South Africa](#), [UK](#), [USA](#) or students having the undergraduate degree from one of these countries



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- ✓ **Partner Universities** having a **sound internal testing system for English**, that prefer to use their internal testing methodology instead of the required TOEFL, please contact Friederike Solga at [friederike.solga@hhl.de](mailto:friederike.solga@hhl.de) by the nomination deadline.

## **COURSES:**

HHL offers a variety of subjects in:

- ✓ Accounting
- ✓ Finance
- ✓ Strategy
- ✓ Marketing
- ✓ Logistics
- ✓ Entrepreneurship
- ✓ International Management
- ✓ Macroeconomics
- ✓ Microeconomics

## **CLASS SIZE:**

- Average class size: 23
- Ratio professor/students: 1:15

## **CLASS PROFILES:**

### *Fulltime MBA:*

- Average age: 29
- Age range: 25 - 45
- Average work experience: 5,5 years
- Educational background: 26% Business Studies, 20% Engineering, 17% Economics, 14% Liberal Arts, 10% Natural Arts, 8% Others, 5% Law
- Average GMAT: 640
- Number of international students: 70-80%
- Average number of countries represented: 15

### *Fulltime MSc:*

- Average age: 24
- Age range: 21 - 27
- Average work experience: 1.5 years
- Educational background: 27% Business Studies, 22% Business Administration, 22% International Business Studies/Management, 11% Economics, 6% Logistics Management, 6% Commerce, 6% Business Engineering
- Average GMAT: 640



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### ASSESSMENT AND GRADING:

All subjects include different forms of assessment, such as class exercises, assignments, quizzes, tests or examinations. Individual students are, ultimately, responsible for meeting all course requirements.

German System	ECTS System	Explanation
= 1,0	A (best 10%)	outstanding
≤ 1,4	B (next 25%)	very good
≤ 1,8	C (next 30%)	good
≤ 2,6	D (next 25%)	satisfactory
≤ 4,0	E (next 10%)	pass
> 4,0	Fx	fail (second exam allowed)
> 4,0	F	fail (second exam not allowed)
	P	Grades not awarded

The percentages within the ECTS-System (European Credit Transfer System) are calculated on the basis of all exams in the period 2010 – 2014.

Course descriptions can be found at:

[www.hhl.de/incomings/course-descriptions](http://www.hhl.de/incomings/course-descriptions)

In order to assure all of our students the highest level of education, HHL requires all students to sign an Honor Code, which addresses academic integrity, respectful conduct, amongst other topics. HHL takes this code seriously and holds its students accountable to it.

### KEY ATTRACTIONS OF HHL:

- HHL is the only **private university** in Eastern Germany **accredited by the government**
- HHL has the **right** by the government **to award** the academic title **PhD**
- Accreditation by  (one out of six universities in Germany)
- Member of **efmd**, **CLADEA** and **CEEMAN**
- Rated **No. 1** in Germany for Business Administration
- **High standard** with 30 to 40 students per semester out of more than 1,000 inquiries
- **Highly international** with 120 partners worldwide plus an international composition of the student body and faculty
- **Attractive environment** in a dynamic student city



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### *STUDENT SERVICES AVAILABLE:*

- **ORIENTATION:** Orientation is compulsory for all students coming on exchange (One week in Fall, Spring and Winter; dates included in the academic calendar above).
- **COUNSELLING:** Counselling service and access to HHL's Career service
- **STUDENT CLUBS:** There are several student clubs run by the student body – have look at <http://www.hhl.de/en/about/student-initiatives/>
- **ASSISTANCE:** All incoming exchange students will have assistance by [the International Committee](#). This club organizes several activities, cultural events and tours within Germany for the guest students.
- **PIGEON HOLES & LOCKERS:** are assigned to all students
- **IT SERVICES:** Exchange students will have access to all IT facilities including a personal HHL e-mail address. All computer pools are open 24 hours / 7 days.
- **LIBRARY:** is open to students and staff 24 hours a day. Containing some **15,000** volumes, it provides a wide range of basic literature and reference works for your course as well as specialist literature on current research topics. In addition, the library subscribes to some **200** national and international periodicals and newspapers. The entire stock is catalogued on the [Libero library system](#), which is known for its efficiency and user friendliness. Research into the library's catalogue can be carried out both within and outside HHL's network using a [WEBOPAC](#).  
In addition, our students have access to the library of the public university and to the ["Deutsche Bibliothek"](#). This library is unique in Germany, the collection consists of all what was ever printed in German, starting in 1913.
- **SPORTS CENTRE:** Leipzig Graduate School of Management is sharing the campus with the sport's school of the public university. We have agreed that our students can use the full range offered by the public university. For program details, please check at <http://www.uni-leipzig.de/sport/>
- **24 HOUR UNIVERSITY:** All facilities are accessible for students **24/7**