

## ■ ■ ■ ■ Welcome to our International Program in Business!



Welcome to Baden-Württemberg Cooperative State University Mosbach (DHBW Mosbach) in Germany! We are delighted that you have chosen to continue your education with our International Program in Business (IPB). On behalf of the faculty and staff of DHBW Mosbach, we extend you a warm and sincere welcome.

In this document you will find some useful information concerning your arrival here in Germany and your stay in Mosbach.

Your IPB team, Professor Dr. Christine Azarmi, Jenni Loudon and Verena Yahyaoui



# 1 Admission to the International Program in Business (IPB)

Welcome to the International Program in Business in Mosbach!

You have just received an official admission letter from us by e-mail. Enclosed you will find detailed information to facilitate your move to Germany.

## 2 Travel to Mosbach and Arrival

The official arrival day in Mosbach is Tuesday, September 5<sup>th</sup>.

- **Arriving by Plane:**

For those who travel by plane, flying either into Frankfurt (FRA) or Stuttgart (STR) is the most convenient in order to get to Mosbach. From both airports you can either take a train or a shuttle taxi to get to Mosbach.

- **Arriving by Train (From the Airport):**

You can get general information about the train schedule and prices using this link:

[www.bahn.com/i/view/USA/en/index.shtml](http://www.bahn.com/i/view/USA/en/index.shtml).

From Frankfurt Airport: The train ride from Frankfurt Airport to Mosbach (Baden) takes about 2 hours including one train change at Mannheim Hauptbahnhof. The ticket costs 38 EUR per person (if you book early, you can get a special fare for about 25 EUR).

For your departure station in the train schedule please choose "Long Distance Station"="Frankfurt Flughafen Fernbahnhof", not "Regional Station"="Frankfurt Flughafen Regionalbahnhof".

From Stuttgart Airport: The train ride from Stuttgart Airport to Mosbach (Baden) takes about 2,5 hours including two train changes, one at "Stuttgart Hauptbahnhof" (main station) and one at "Bad Friedrichshall". The train ticket costs 22-30 EUR. For your departure station in the train schedule please choose "Stuttgart Flughafen/Messe".

**ⓘ WARNING:** Make sure you get off at Mosbach main station "**Mosbach (Baden)**" - and not at Mosbach-Neckarelz or at Mosbach-West, which are the stops before!!

- **Arriving by Shuttle Taxi (From the Airport):**

You can also book a shuttle taxi in order to get to Mosbach from Frankfurt Airport or Stuttgart Airport.

We recommend "Flughafenexpress Kranzmann". You can make your booking in English on the following web pages:

For Frankfurt: <http://www.airport-shuttle-transfer.info/Airport-shuttle-from-Frankfurt/Airport-Frankfurt-Mosbach::588.html?XTCsid=dbe03cd1d0965b613a931a43df30a5d0>

Prices per person decrease with more passengers. One person costs 69 EUR, five people pay 25 EUR per person.

For Stuttgart: <http://www.airport-shuttle-transfer.info/Airport-service-from-Stuttgart/Airport-Stuttgart-Mosbach::738.html?XTCsid=dbe03cd1d0965b613a931a43df30a5d0>

Prices per person decrease with more passengers. One person costs 59 EUR, five people pay 22 EUR per person.



### 3 Arrival and Housing in Mosbach

The official arrival day in Mosbach is **Tuesday, September 5<sup>th</sup> at 11 a.m.** The IPB team will welcome you, give you introductory information and you will meet your fellow international students. Then we will go together to the International houses and you will be assigned your room. Please note, that it is not possible to move into the International houses before this date.

Please come to the following address by 11 a.m.: Oberer Mühlenweg 2-6, 74821 Mosbach, room D 0.120, phone: 49 (0)6261 - 939 547. If you cannot arrive in Mosbach in the morning by 11am, please book your flight for Monday so that you are here on time. You can stay at a hotel in Mosbach or the youth hostel for one night and we would advise you to leave your belongings there until you have your room key. This means you don't have to haul your luggage so far.

The Youth Hostel Mosbach (Neckarelz) is within walking distance from the train station "Mosbach Neckarelz" and just two train stops away from the campus. You can make your reservation in English at: <http://www.jugendherberge.de/en/youth-hostels/mosbach-neckarelz18/Booking?bid=89825d0d-c621-408b-beff-ea4934cf2109>. Prices start from around 22 EUR per night.

The last semester event is planned for 7<sup>th</sup> December and the latest date to leave the house is 22<sup>nd</sup> December.

### 4 Housing Details and Costs

As it is difficult to find student rooms in Mosbach, we arrange housing in an international house for you. You will be staying in shared apartments with other international students in the town center of Mosbach, just a few minutes' walk from campus. Your rent will be either 190 EUR per person (shared room, 2 people) or 260 EUR (single room). In addition to this, you will be charged a deposit of one month's rent. This deposit will be refunded to you after your departure if you leave your room and the joint facilities (kitchen, dining room, bathrooms etc.) clean and with no damages (exactly the way you moved in). Since the German standard is to keep rented rooms clean and tidy, we trust that you adhere to this standard.

The rent can be paid by money transfer from your new German bank account, which you can open during our orientation days once the semester has started. Please wait until that time before opening a German bank account; otherwise it will be more complicated to administer your finances while you are here, and it might result in further costs for you.

In total, rent has to be paid for 4 full months; September, October, November and December in full, regardless of the date you move out.

The last Semester Event is planned for 7<sup>th</sup> December and the latest date to leave the house is 22<sup>nd</sup> December. We have planned three possible dates for moving out: 8<sup>th</sup>, 15<sup>th</sup> or 22<sup>nd</sup> December at 9am. If you choose to move out on a different date, then you have to pay a €50 fee to the landlord to arrange this.

### 5 General Costs

Here is an overview of the costs to be expected:

- Housing in Mosbach: 260 EUR for a single room and 190 EUR for a shared room per month. 1 month's rent as a deposit (refundable at departure, payable on arrival).
- Excursions and special activities 200 EUR
- Student Service Fee approx. 64 EUR



Additional costs depending on your personal needs:

- Food: approx. 200 EUR per month; lunch at student restaurant on average 3.50 EUR per meal.
- Photocopies/printouts: approx. 15 EUR per month
- Local transportation: not needed for everyday life; if you want to travel frequently in the area, e.g. to Heidelberg, approx. 50 EUR per month.
- Other expenses: depend on individual needs and interests, such as signing up at a gym, private trips, etc.

## 6 Structure of the International Program in Business (IPB)

The IPB consists of three main parts:

### 1. German Language Lessons

The first two weeks of the program are reserved for an intensive German language course (September 6 – 14). Thereafter, you will have German Language and Culture lessons once a week throughout the semester. Since the course contents are important for mastering every-day-life in Germany, this part is compulsory for all international participants of the IPB. It is worth 3 ECTS credits out of a total of 30 ECTS credits of the IPB.

### 2. Orientation and Intercultural Experience

On September 18th, the semester starts with 2 orientation days. Here you will get to know the German participants of the IPB. The entire first week of this international encounter will be dedicated to the topic of intercultural communication, both in and outside the classroom.

### 3. Classes and Special Activities

Our business courses begin on September 25th. All these courses are taught in English and mostly organized in one- or two-week modules. Naturally, the participation in all courses is mandatory. Final exams will either be held directly after the modules or at a later time during the semester. The semester ends on December 8<sup>th</sup>.

Besides the business classes, the program includes special activities, such as excursions to major German cities and company visits. These excursions enhance and complete your business education, allow you to form close bonds with your classmates, and, last but not least, you will have a lot of fun!

Check out our website for some first-hand impressions of our last semester and the excursions (<http://www.mosbach.dhbw.de/international-program-in-business/student-feedback.html>)

## 7 Buddy Program

Before the semester begins, you will receive the contact information of a German student in the IPB, who is going to be your "Buddy". The Buddy Program randomly pairs Germans studying at DHBW Mosbach with international students, to help with the challenges experienced while studying abroad. Any questions about your stay in Germany, the specifics of classes at the DHBW or the school in general can be addressed to your buddy, who will be in touch by e-mail before your arrival in Germany and who will assist you during your time here in Mosbach. Feel free to ask your buddy for support if you have any problems making it to Mosbach on your own and/or on time.



## 8 More Information and Don't Forget

It is very important that you provide us with proof of financial security and health insurance and bring a passport photo if you need a visa. Please fill out the financial security statement and hand it in to the IPB office during your first days in Mosbach. A copy of the form was included with your Admission Letter email.




Many of your questions are answered in our Survival Guide, including insurances (IMPORTANT!), things to bring, public transport, etc. You can find it here:  
[http://international.mosbach.dhbw.de/fileadmin/user/public/einheiten/auslandsamt/Exchange\\_Students/Welcome\\_Guide\\_DHBW\\_Mosbach-Campus\\_Mosbach.pdf](http://international.mosbach.dhbw.de/fileadmin/user/public/einheiten/auslandsamt/Exchange_Students/Welcome_Guide_DHBW_Mosbach-Campus_Mosbach.pdf)

For details about the IPB see our website: <http://www.dhbw-mosbach.de/international-program-in-business.html>  
 Before the semester begins, we will send you another information pack with further details about classes, your buddy and housing.

Your schedule of classes will be posted on the IPB website in a few weeks (available at <http://www.mosbach.dhbw.de/international-program-in-business/calendar-and-courses.html> --> Timetable (choose IPB17F and the timeframe, e.g. 11<sup>th</sup> September – 6<sup>th</sup> October). Please note that the schedule is preliminary and is going to change even during the semester (e.g. if professors are ill, etc.). At this early time, not all lectures and excursions are fully scheduled yet. So please refrain from planning trips or booking flights on long weekends, until we talk about schedule details during orientation.

## 9 Contact

If your buddy cannot answer your question, feel free to contact the IPB-team:

IPB Team	Picture	Function	For questions about...	Contact details
Professor Dr. Christine Azarmi		Head of IPB	<ul style="list-style-type: none"> <li>Academic issues</li> <li>Content of program and ECTS credits</li> <li>Lecturers</li> <li>Grade matters</li> </ul>	<a href="mailto:christine.azarmi@mosbach.dhbw.de">christine.azarmi@mosbach.dhbw.de</a> Phone: +49 (0)6261 939-107 Office: D/1.120 in Oberer Mühlenweg 2-6
Jenni Loudon		Administrative Assistant IPB	<ul style="list-style-type: none"> <li>Buddy Program</li> <li>Housing</li> <li>Timetable</li> <li>Transcripts</li> <li>Visa</li> <li>Erasmus</li> <li>Insurance</li> </ul>	<a href="mailto:jennifer.loudon@mosbach.dhbw.de">jennifer.loudon@mosbach.dhbw.de</a> Phone: +49 (0)6261 939-547 Office: D/0.120 in Oberer Mühlenweg 2-6
Verena Yahyaoui		Administrative Assistant IPB	<ul style="list-style-type: none"> <li>Buddy Program</li> <li>Housing</li> <li>Timetable</li> <li>Transcripts</li> <li>Visa</li> <li>Erasmus</li> <li>Insurance</li> </ul>	<a href="mailto:verena.yahyaoui@mosbach.dhbw.de">verena.yahyaoui@mosbach.dhbw.de</a> Phone: +49 (0)6261 939-264 Office: D/0.120 in Oberer Mühlenweg 2-6