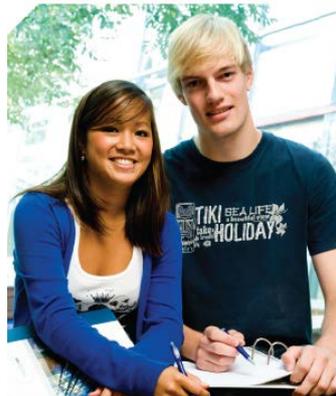




ESB Business School Reutlingen University



BSc International Business

INCOMING GUIDE for exchange students 2016-2017

(Information and details correct as of March 2016)

Contents

A	Welcome to Reutlingen University.....	5
1.	Reutlingen University.....	5
	1.1 The university's 5 faculties.....	5
	1.2 Facts and figures at a glance.....	6
	1.3 ESB Business School.....	6
2.	International Business degree programme.....	7
	2.1 IB programme description.....	7
	2.3 Modules of the IB study programme.....	8
	2.2 History of the programme (Außenwirtschaft/International Business) Fehler! Textmarke nicht definiert.	
	2.4 Important contacts within your study programme.....	8
	2.5 Impressions of former IB exchange students.....	9
	2.6 Partner universities of the IB undergraduate programmes.....	10
B	Courses for international students.....	11
1.	Basic Information about the German system.....	11
	1.1 Credits.....	11
	1.2 Examinations.....	11
2.	Business and language courses for exchange students.....	12
	2.1 Business courses.....	12
	2.2 Language courses.....	12
	2.3 Your selection of courses.....	12
C	Orientation and enrollment.....	13
1.	Arrival.....	13
	1.1 Arriving from Stuttgart airport.....	13
	1.2 Arriving from other airports.....	13
	1.3 Arriving by car.....	13
2.	Campus plan.....	14
3.	Academic calendar / semester dates.....	15
4.	Orientation meeting.....	15
5.	Enrollment.....	15
	5.1 Essential documents for enrollment.....	16
6.	Formalities.....	16
	6.1 Visa.....	16
	6.2 Applying for a residence permit..... Fehler! Textmarke nicht definiert.	



D	Campus life	17
1.	Important places on campus	17
	1.1 Student Office	17
	1.2 Reutlingen International Office (RIO).....	18
2.	Additional campus services	19
	2.1 The refectory and cafeteria (Mensa).....	19
	2.2 Bookstore Jung (Buchhandlung)	19
3.	Sports	19
4.	Library facilities	20
	4.1 Reutlingen university library	20
	4.2 Nearby libraries..... Fehler! Textmarke nicht definiert.	
5.	Computing and network facilities	20
	5.1 General computer access.....	20
	5.2 Computer access within ESB Business School	20
	5.3 Wireless, laptops.....	21
	5.4 Relax platform	21
6.	Career service: internships and temporary employment	21
E	Life in Reutlingen	22
1.	Reutlingen City	22
2.	Accommodation	23
	2.1 Halls of Residence	23
	2.2 Private housing market.....	24
	2.3 Temporary accommodation	24
3.	Cost of living	25
	3.1 Financial assistance	25
F.	Contact	25



Preface

Liebe Austauschstudent(inn)en!



These introductory notes are intended to give you some general information about your period of study in Reutlingen as an exchange student at ESB Business School, and hence to help you with your academic and travel preparations and the first part of your stay with us.

Your semester, or year abroad will certainly be one of the most memorable parts of your entire degree programme and should bring with it enormous benefits on a personal level, in your later studies, and in subsequent job applications. At the same time, it will require you to exercise a great deal of patience, flexibility and adaptability. The first few weeks of living abroad in what is inevitably a totally different linguistic, social, educational, and cultural environment can be extremely stressful – the clichéd "culture shock" can indeed be very real. It is safe to assume that everything – from the most banal to the more substantial – will be different to your home environment. Learning to cope successfully with these differences is precisely why you are studying abroad!

Many of the contents are, of course, not unique to Reutlingen but will apply to almost any university or college in Germany (e.g. accommodation/housing problems, student life/social life, bureaucracy etc).

Chapters C – 4 & 5 contain enrolment information and chapter B-2 refers to the selection of your courses. We at the university urge you to pay particular attention to these sections.

Before you come to us, clarify with your home tutor precisely what academic requirements you need to fulfil while in Reutlingen, try also to gather further impressions and information from those students in your home institution who have been to Reutlingen in the past.

Do not hesitate to contact us, at any time, if you have any questions which have not been fully answered in this brochure. A full list of contact addresses, as well as fax, e-mail, and telephone numbers, is provided in chapter F.

We are certain that you will thoroughly enjoy your period of study at ESB Business School. We look very much forward to meeting you, and wish you a safe and pleasant journey to Reutlingen.



Prof. Dr. Julia Hormuth
International Relations Officer 'International Business'
ESB Business School, Reutlingen University



A Welcome to Reutlingen University

1. Reutlingen University

The international dimension is one of the hallmarks of our university. This has always been the case, not just since the start of globalisation. At the time of its foundation as a weaving school in 1855, Reutlingen Technical College was already popular among technical students from home and abroad.

Nowadays Reutlingen University, winner of [Germany's International University of the Year 2010](#) award, maintains intensive contacts with more than 120 partner universities worldwide. With around 25 % of its students coming from outside Germany it has the highest proportion of international students of all German-speaking universities. Many of the University's professors and other staff members themselves also come from outside Germany or have international experience. Moreover, each year around 600 Reutlingen students spend a semester abroad as part of their degree programme, either studying or to gain work experience.

Reutlingen University, consistently rated among the top universities in several fields, prides itself on its international reputation for academic excellence:

"Our vision is to be one of the leading universities in Europe delivering international and business-oriented higher education and executive training programmes."



1.1 The university's 5 schools

Reutlingen University comprises 5 schools, each of which offers high-quality degree programmes at Bachelor's and Master's level, each is inspired by innovative research:

-  Applied Chemistry
-  ESB Business School
-  Informatics
-  Technology
-  Textiles & Design



1.2 Facts and figures at a glance

More than 150 years of tradition	
Total number of students	> 5,800
... foreign students	> 1,500
... professors	~ 130
... assistant professors	~ 250
... support staff	~ 260

1.3 ESB Business School

ESB Business School ranks among the top international business schools in Germany. Our reputation is based upon a strong international orientation, close co-operation with highly reputed partner universities and a network of top partner companies unparalleled in Germany.

ESB Business School was one of the first state schools to offer integrated international degrees, which it has been awarding for almost 40 years now. ESB Business School is the largest faculty of Reutlingen University. With nearly 60 professors and around 2,500 students, ESB Business School is one of the biggest business schools in Germany.



2. B. Sc. International Business programme

Your home institution has a partnership agreement with the [B.Sc. International Business programme](#) at ESB Business School:

2.1 IB programme description

The B. Sc. International Business programme prepares students for a successful management career in international companies and organisations. The possibility of combining different options (e.g. majors, degree opportunities) is unique in Germany. The study programme provides students with a wide-ranging knowledge and understanding of business activities and methods.

Main features:

- Language of instruction: English
- 50% of the student body is from abroad
- 80 exchange students from 100 partner universities per year
- Strong international orientation and emphasis on soft skills
- Seminar-like groups, active student participation
- Close cooperation with alumni and company networks
- Obligatory internship and study abroad semesters
- 3 specialisation majors: “HRM & Organisation”; “Finance & Investment”; “Marketing & Strategy”
- Workshops, case studies, seminars and research, guest lectures by professionals, visits to leading international companies



"The highly international focus of the IB programme complements the outstanding quality and practical relevance of its courses. It is the perfect way to start a global career, giving students a choice of paths for their own development. The team spirit of IB students is also very impressive: you will get to know many interesting and highly motivated people from all over the world." (Nils Luepkes, IB graduate)

Programme structure



Programme objectives

- To prepare "high potential" students for management careers in international companies
- To enable students to gain knowledge in areas of specialization
- To provide students with key business and language modules complemented by lectures in communication, business ethics and interdisciplinary education



2.2 Modules of the IB study programme

Modules	Credits
Business Administration	6
Economics	10
Quantitative Methods / IT	19
Business Law	5
Business Communication & Languages	19
Marketing	5
Management	7
Research Methods & Applications	7
Finance & Accounting	6
Human Resource Management	6
Internships	48
General Studies	6
Major	24
International study semester at partner university	30
Bachelor Thesis	12
Total credits	210

2.3 Important contacts within your study programme

Below are important contact details for you during your studies:

	Professor Julia Hormuth (room 5-124) julia.hormuth@reutlingen-university.de	Head of Undergraduate Partnerships
	Professor Hermann Laßleben (room 5-113) hermann.lassleben@reutlingen-university.de	Head of Undergraduate Partnerships
	Iris Walker (room 5-123) iris.walker@reutlingen-university.de	Academic Coordinator & Coordinator for Outgoing Students
	Anna-Julia Toll (room 5-124) anna-julia.toll@reutlingen-university.de	Exchange Coordinator (Incoming Students)
	Nervin Erbek da Silva (room 5-121) nervin.erbek_da_silva@reutlingen-university.de	Student Services



Full-time Professors in the IB undergraduate programmes:

Professor	Subject Area(s)
Prof. Dr. Banke, Bernd	Business Law, European Law
Prof. Beldarrain, Yoany PhD	Business Communications
Prof. Dr. Beyer, Hans-Martin	International Finance, Corporate Finance, Automotive
Prof. Dr. Charifzadeh, Michel	Financial and Management Accounting
Prof. Dr. Ferencz, Marlene	Quantitative Methods
Prof. Dr. Göddeke, Anna	Economics, Micro Economics, Quantitative Methods
Prof. Dr. Herzog, Bodo	Economics
Prof. Dr. Hormuth, Julia	Intercultural Management, Business Communication
Prof. Dr. Kapmeier, Florian	Strategy, International Project Management
Prof. Dr. Lassleben, Hermann	Human Resource Management
Prof. Dr. Nufer, Gerd	Business Administration, Marketing, Market Research
Prof. Dr. Götz, Oliver	Marketing

Additionally, the school employs part-time lecturers, predominantly from the corporate world, who hold specific courses and block seminars, or contribute to other courses.

2.5 Impressions of former IB exchange students



IB students and exchange students from Canada presenting their home university

“The opportunities at ESB Business School are endless. As an international business degree major I have found the course work to be very practical and relevant to my future career goals. The professors cultivate a classroom environment that is inspirational and challenging. The international diversity is amazing. I have met so many motivated and dedicated students from all over the world. The team spirit at ESB is also very contagious: you'll find yourself wanting to be involved in everything right from the beginning.”
(Clinton Wall, exchange student from the USA)



Exchange student from Croatia

“I have benefitted from my exchange semester at ESB Business School for two major reasons. The first is the university: Its excellent reputation for business studies is largely due to its international orientation and its practical teaching methods (e.g. case studies, workshops and presentations, usually realised in intercultural teams with German and exchange students). The second is the location: you are quite close to France, Switzerland and Austria. Reutlingen itself is an enjoyable place to stay because it is big enough to socialise every night and at the same time you can enjoy the nice setting and outdoor leisure activities you wouldn't find in a big city. In a nutshell, if you want to study at a top university while having fun, go to Reutlingen!”

(Antoine Boucault, exchange student from France)



IB students and exchange students from Paris



2.6 Partner universities of the IB undergraduate programmes

1. ANGLOPHONE-NATIVE	
USA	California State University System (IP), Long Beach, CA San Diego State University, San Diego, CA Chapman University, Orange, CA Kettering University, Flint, MI Kutztown University, Kutztown, PA Marist College, Poughkeepsie, NY Texas Tech University, Lubbock, TX Western Kentucky University, Bowling Green, KY Valparaiso University, Valparaiso, IN Marist College, Poughkeepsie, NY
Canada	St. Francis Xavier University, Antigonish Trinity Western University, Langley Lethbridge University, Lethbridge
Great Britain	University of Exeter, Exeter Swansea University, Swansea Regent's University, London Edinburgh Napier University, Edinburgh
Ireland	Galway-Mayo Institute of Technology (GMIT), Galway Waterford Institute of Technology (WIT), Waterford
Australia	Swinburne University, Melbourne
2. ANGLOPHONE-WORLD	
Finland	Haaga-Helia University of Applied Sciences, Helsinki Lahti University of Applied Sciences, Lahti
Sweden	Karlstad University, Karlstad
Croatia	Zagreb School of Economics and Management, Zagreb
China	University of Donghua, Shanghai, Tsinghua University, Beijing, Beijing Normal University
Korea	Hanyang University, Seoul
Taiwan	National Chiao Tung University, Taipei
Romania	Bucharest University of Economic Studies (ASE)
Hungary	ESSCA Budapest (international campus of the ESSCA), Budapest
Vietnam	International University, Ho Chi Minh City
Turkey	Yeditepe University, Istanbul
South Africa	Nelson Mandela University, Port Elizabeth
Russia	Higher School of Economics, Moscow
3. HISPANOPHONE	
Spain	Universidad de Barcelona, Barcelona Universidad Pompeu Fabra, Barcelona Universidad de Las Palmas, Las Palmas Universidad Politécnica de Valencia ESIC Business & Marketing School, Madrid
Argentina	Universidad Austral, Rosario & Buenos Aires
Chile	Pontificia Universidad Católica de Valparaíso
Mexico	Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM), Monterrey
4. FRANCOPHONE	
France	Ecole Supérieure des Sciences Commerciales d'Angers (ESSCA), Angers Neoma Business School, Rouen Ecole Supérieure du Commerce Extérieur (ESCE), Paris Ecole Supérieure du Commerce de Montpellier (Sup de Co), Montpellier
5. GERMANOPHONE	
Austria	University of Applied Sciences Wiener Neustadt, Wiener Neustadt
Austria	Management Center Innsbruck (MCI), Innsbruck
Switzerland	University of Applied Sciences Northwestern Switzerland, Basel/Olten/Brugg-Windisch

List as of July 2014



B Courses for international students

1. Basic Information about the German system

Lectures generally last 90 minutes or 2 academic hours (2 SWS – *Semesterwochenstunden*). In between lectures, there is usually a 15-minute break. It is also not uncommon for courses to be delivered in blocks, i.e. instead of 2 hours per week, you might have 4 hours per fortnight, or even compact seminars lasting 2-3 days.

As in all German academic institutions, relations between academic staff and students may appear more formal than you are perhaps used to in your home institution. If you need to consult a member of staff, you may be expected to keep to his/her official "consultation hour" (*Sprechstunde*).

As a rule, the majority of courses are structured like seminars in which student participation is encouraged and expected.

1.1 Credits

30 ECTS credits represent the workload of a semester of study at ESB Business School. It is possible to take less than 30 ECTS credits, if this is what is required by your home institution. Credits are awarded only when the course and all required examinations have been successfully completed.

All German Universities of Applied Sciences require a high number of contact hours for domestic students, normally in the range of 24 - 28 academic hours of lectures per week in any one semester. The number of ECTS credits for each individual course is hence relatively low. The ramifications of this fact need to be discussed with your home institution.

1.2 Examinations

Written and oral examinations take place in an eight-day period immediately after the end of courses in each semester. Failed examinations are re-taken at the end of the following semester: there is no special "re-sit" examination in the vacation between semesters, as may be the case in other countries. Students are responsible for registering for examinations on the dates stipulated by the University's examinations office.

- **Assessment forms: papers, presentations, individual projects, final exam ("Klausur")**
- **A transcript with all courses, grades and ECTS will be issued after the semester**
- **Grading system: 1.0 (the highest possible grade) to 5.0 (the lowest possible grade), with 4.0 as the minimum passing grade. Reutlingen grades are expressed as follows:**

1.0 – 4.0	passing grades
4.1 – 5.0	failing grades
NA	
BE	successfully completed, but ungraded

Equivalence of grades on an international/global scale is a complex – and highly emotive – topic, and the School does not attempt to convert grades achieved in RT into the grading system of exchange students' home countries or educational institutions.



2. Business and language courses for exchange students

2.1 Business courses

As IB exchange students you may choose business courses from all International Business Bachelor programmes (new programme 'BSc International Business', and the old programme 'BA Außenwirtschaft').

Before your arrival in Reutlingen we will send you a 'List of Courses' covering what is on offer during your semester at ESB Business School. You can also download this document from the IB website:



<http://www.esb-business-school.de/en/international/student-exchange/off-to-esb-business-school/international-business/>

2.2 Language courses

Reutlingen International Office (RIO) offers a range of pre-semester and regular **German language courses** for all international students. The semester courses are offered at all levels from beginners to advanced. Business German is also available.

In addition to your German language courses, you also have the possibility to attend **Business English, Spanish, French or Chinese language courses** at ESB Business School.

You would also be able to attend **other language courses** such as Arabic, Italian and Russian but this changes on a semester basis, so please contact the RIO office or visit their website to get up-to-date information and confirm availability.

You can find more detailed information on language courses at ESB Business School in the 'List of Courses' as well as what the RIO is offering by clicking on the following link:

<http://www.reutlingen-university.de/en/international.html>

2.3 Course selection

Before you come to us, check with your International Office or Academic Coordinator at your home institution precisely what academic requirements you need to fulfil in order to study at ESB Business School. Once you have consulted our range of courses (esp. the "List of courses"), select the courses you would like to enrol in during your exchange semester.

Attention: You can only select complete modules, not single courses from one module because exams at the end of the semester cover contents of complete modules only!

We also organise a "Course Counselling" session for our exchange students in the first week of classes during which the incoming coordinator of the chosen study programme will go through and finalise your timetable with you.



C Orientation and enrolment

1. Arrival

1.1 Arriving from Stuttgart airport

The Expresso bus (X3) from Stuttgart Airport to Reutlingen runs once an hour from early in the morning to late in the evening; services on Saturdays, Sundays and public holidays are also available. The bus is painted with yellow and black squares, and the bus stop is right in front of the airport exit. The trip to Reutlingen takes about 45 minutes and costs around € 6. Upon arrival in Reutlingen city (exit at the *Stadtmitte bus stop*), you would have to catch another bus, No. 4 or No. 11 (direction *Hohbuch*). This will take you to the ESB campus (approx. 10 minutes). Get off at the *Hochschulen bus stop*, or directly in the *Pestalozzistraße*. This is where the dormitories are located.

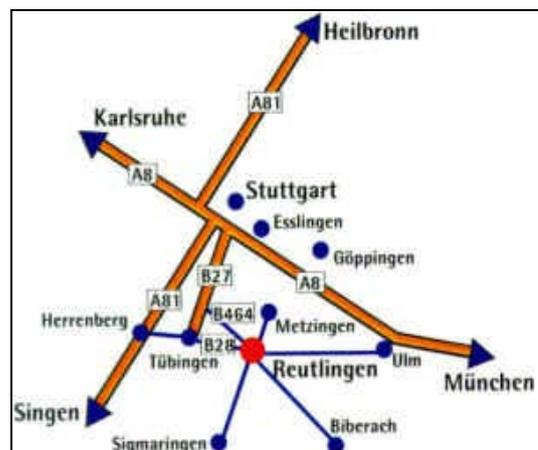
1.2 Arriving from other airports

If you arrive at any other airport in Germany, take a train directly from the airport to Stuttgart's main train station. Frankfurt airport has a train station for ICE and IC (long-distance intercity) trains located in Terminal 1. Trains to Stuttgart usually arrive and depart on platforms 4 to 7. The train ride to Stuttgart will take about an hour-and-a-half. Stuttgart train station is a one-way train station. Take the train in the direction of Tübingen, which runs at least once an hour. Get out at Reutlingen main station (*Reutlingen Hauptbahnhof*).

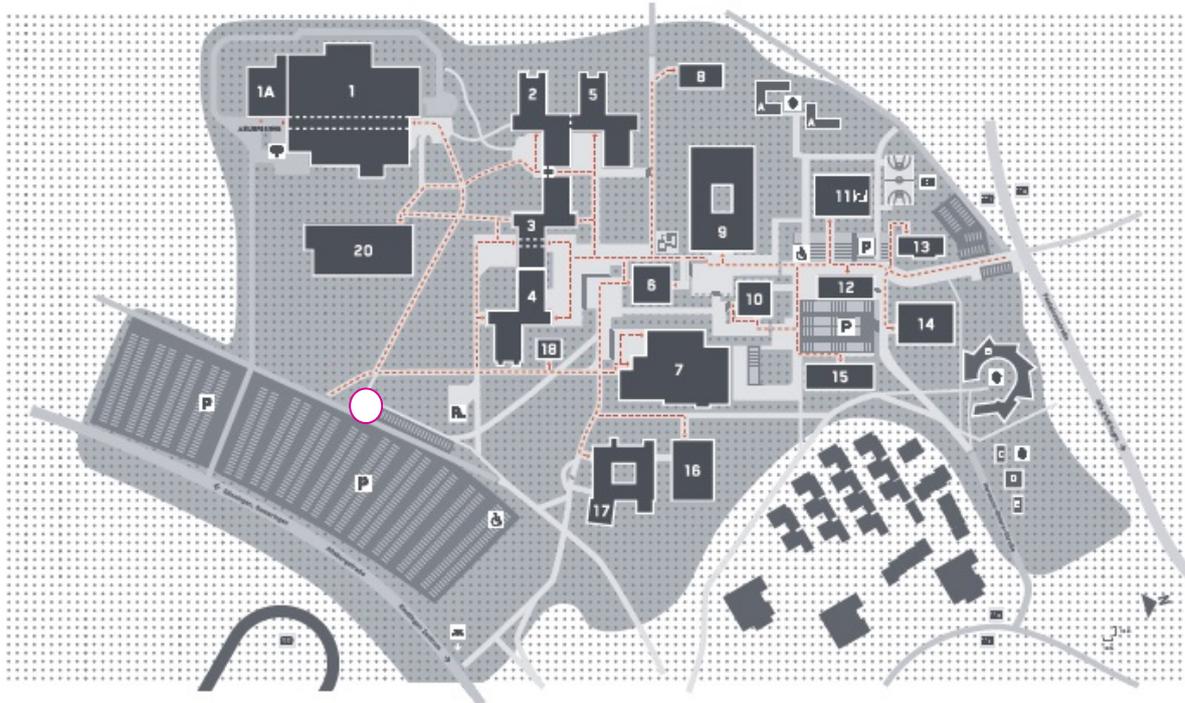
Leave the train station through the main entrance, turn right and right along *Bahnhofstrasse* and walk along the street as far as bus stop *Unter den Linden/Hbf*. Take bus No. 4 going in the *Hohbuch* direction and get off at the *Hochschulen bus stop* or *Pestalozzistraße*. This is where the dorms are located. Another possibility is to go to the *Liststraße/Hbf* bus stop and take bus No. 11 (direction *Hohbuch*) which also stops at the bus stops *Hochschulen* and *Pestalozzistraße*.

1.3 Arriving by car

Take the motorway (highway) A8, Exit Reutlingen/Tübingen. National highway (interstate) B 27 in the direction of Tübingen, Exit Reutlingen Nord. In Reutlingen head for the city centre and then follow the signs to the university (*Hochschule*).



2. Campus plan



- | | | |
|--|---|---|
| <p>1 TEXTIL & DESIGN
SCHOOL OF TEXTILES & DESIGN
BETRIEBSHALLE
ZENTRALWERKSTATT
MASCHINENLABORE TECHNIK
LEHR- UND FORSCHUNGSZENTRUM
INTERAKTIVE MATERIALIEN</p> <p>1A LEHR- UND FORSCHUNGSZENTRUM
PROCESS ANALYSIS & TECHNOLOGY</p> <p>2 ANGEWANDTE CHEMIE / DEKANAT
SCHOOL OF APPLIED CHEMISTRY
REUTLINGEN RESEARCH INSTITUTE</p> <p>3 PRÄSIDIUM / VERWALTUNG
STUDIENSERVICECENTER
INTERNATIONAL OFFICE
LERNZENTRUM LEARNING CENTER</p> <p>4 TECHNIK / DEKANAT
SCHOOL OF ENGINEERING</p> | <p>5 ESB BUSINESS SCHOOL
REUTLINGEN RESEARCH INSTITUTE
STEINBEIS TRANSFER GMBH</p> <p>6 AULA</p> <p>7 MENSA
SEMINAR REALSCHULEN</p> <p>8 RECHEN- UND MEDIENZENTRUM</p> <p>9 INFORMATIK / DEKANAT
SCHOOL OF INFORMATICS</p> <p>10 HOCHSCHULSERVICEZENTRUM
BADEN-WÜRTTEMBERG</p> <p>11 SPORTHALLE</p> <p>12 PÄDAGOGISCHE HOCHSCHULE
LUDWIGSBURG</p> <p>13 KINDERTAGESSTÄTTE</p> | <p>14 PÄDAGOGISCHE HOCHSCHULE
LUDWIGSBURG</p> <p>15 HOCHSCHULSERVICEZENTRUM
BADEN-WÜRTTEMBERG</p> <p>16 ESB BUSINESS SCHOOL</p> <p>17 ESB BUSINESS SCHOOL / DEKANAT
KNOWLEDGE FOUNDATION</p> <p>18 FIRST STEP - EXISTENZGRÜNDUNG</p> <p>20 ESB BUSINESS SCHOOL
INFORMATIK
SCHOOL OF INFORMATICS
LEHR- UND FORSCHUNGSZENTRUM
REUTLINGER ENERGIEZENTRUM
TEXTIL & DESIGN / DEKANAT
SCHOOL OF TEXTILES & DESIGN</p> |
|--|---|---|

- | | |
|--|--|
| <p> Studentenwohnheime
A Studierendenwerk
B Studierendenwerk
C Adolf Reichwein Haus
D Theophil Wurm Haus
E Theodor Litt Haus</p> <p> Haltestellen, Buslinie 4 und 11
Hochschulen
Hermann-Ehlers-Straße</p> <p> Parken</p> <p> Zweiradparkplatz</p> <p> Behindertenparkplatz</p> <p> Briefkasten Hochschule</p> | <p> Haupteingang Gebäude</p> <p> Barrierefreier Zugang</p> <p> Treppe</p> <p> Hörsaal im Frolen</p> <p> Sporthalle</p> <p> Multifunktionsplatz</p> <p> Wellnessbad</p> <p> Stadion</p> |
|--|--|

- ROBERT BOSCH ZENTRUM FÜR LEISTUNGSELEKTRONIK**
Ofendinger Straße 50
Reutlingen-Rommelsbach
Kontaktbüro: Gebäude 4
- Buslinien 3 und 9
Haltestelle Rommelsbach Nord
- L 378 Richtung
Rommelsbach/Ofendingen
am Ortsausgang Rommelsbach
- HERMAN HOLLERITH ZENTRUM FÜR SERVICE COMPUTING BÜBLINGEN**
Danziger Straße 6
71034 Büblingen
Kontaktbüro: Gebäude 9



3. Academic calendar / semester dates

For the IB programme the semester begins in early February and mid-September (NB: the dates vary according to the annual calendar). Please note: **the semester dates for the IB programme are different from Reutlingen University's general semester dates which you can find on the website!**

Semester schedule 2015/16	<i>Winter Semester 2016/17</i>	<i>Summer Semester 2016</i>
<i>Application deadline</i>	June 1st	November 15th
<i>German language course</i>	August 29th – September 10th	No pre-semester language course offered
<i>Welcome session</i>	September 12th	February 1st
<i>Classes</i>	September 12 th – January 13 th , 2017	February 1 st – May 20 th
<i>Holidays</i>	October 3 rd (public holiday) November 1 st (public holiday) December 24 th – January 7 th , 2017 (Christmas break)	March 29 th – April 1 st (Easter), March 25 th + 28 th , May 5 th , 16 th , 26 th (public holidays)
<i>Exam registration</i>	tba	tba
<i>Examinations</i>	January 14 th – 24 th , 2017	May 21 st – 31 st
<i>Release of grade transcripts</i>	tba	tba

4. Orientation meeting

Before lectures begin, you will be invited to an official [Welcome Session](#). Here you will meet the staff responsible for student exchange as well as your “student buddies”, who will be allocated to you personally and will assist you in all administrative and academic matters over the first few weeks. Attendance by all new exchange students is mandatory, since this meeting will also be used to finalise your course selection and timetable and to complete a number of formalities regarding your official registration as a student at Reutlingen University. Assistance will be offered (where necessary in English and German!) by one or more of the student buddies and the coordinators.



5.1 Essential documents for enrolment

When you arrive in Reutlingen, you will need the following documents in order to be registered as an exchange student:

- A copy of your [valid passport](#)
- A [formal letter from your home institution certifying that you are registered](#) there as a student for the period you are in Reutlingen. The letter must be written in German, French, or English and should clearly state what programme you are enrolled on.
- A [European Health Insurance Card \(EHIC\)](#) for EU-students. Non-EU students must also provide evidence that they have health insurance for the duration of their stay (in the form of a health insurance certificate or card from your home insurance provider). Otherwise you will be required to purchase a student health policy here which costs approx. €70 a month.
- At least, [1 passport photograph](#)
- Your [CV](#) (in German or English)
- [Enrolment form](#)
- Payment receipt (86.10 EUR, administration fee)



5.2 Formalities

Visa

If you are [not an EU citizen](#), you might need a visa to enter Germany. Please check the following websites to determine whether a visa is required for your country of origin:

<http://www.auswaertiges->

[amt.de/sid_07D3AF616F8C0008FFB82EA6A82BB2C9/EN/EinreiseUndAufenthalt/Visabestimmungen_nod_e.html](http://www.auswaertiges-amt.de/sid_07D3AF616F8C0008FFB82EA6A82BB2C9/EN/EinreiseUndAufenthalt/Visabestimmungen_nod_e.html) and find the list of countries whose citizens require/do not require visas to enter Germany.

This visa can only be obtained via the German embassy or consulate in your country of residence. We will provide you with a “Letter of Acceptance” in order to apply for a visa. Please note that it is your own responsibility to apply for a visa before expected departure.



D Campus life

The university occupies spacious modern buildings on a “green” campus on the south-western edge of town. The dormitories and the cafeteria are situated just a few minutes away from the classrooms. The sports park lies within walking distance, as does the city centre with its good shopping and leisure facilities, including many pubs and clubs.



On campus you will find a refectory and snack cafeteria, a library, a computing centre, a bookshop, and gymnasium with indoor swimming pool. There are ample parking spaces on campus for students with cars.

1. Important places on campus

1.1 StudienServiceCenter

Reutlingen University student office (*StudienServiceCenter*) aims to support you with any administrative questions you might have e.g. regarding leave of absence, removal from the student register, changes in your contact details, fees etc. The office will also provide you with your international student ID (ISIC) and “CampusCaRT”. CampusCaRT is Reutlingen University's multi-functional chip-card with a range of functions:

- it acts as your student ID card
- it allows you to borrow books and other media from the university Library
- you can use it to make cashless payments in the cafeteria (*Mensa*) and in other places run by the "Studentenwerk Tübingen"

At our student office you can also apply for accommodation.

StudentServiceCenter

Building 3, Room 3-004

Office hours:

Mon, Tue., Thur.: 09:00 – 16:00

Wed., Fri. 09:00 – 12:00

Tel: +49 - 7121 - 271-1060

E-Mail: info.studium@reutlingen-university.de



1.2 Reutlingen International Office (RIO)

Reutlingen International Office (RIO) is a central academic service unit of the university, and offers support and advice on international matters to German and international students, to academic staff from all faculties, and also to guests of the university.

Functions and services:

- Maintenance and coordination of the university's international contacts
- Information about grants and other types of funding in Germany and abroad
- Information and advice about periods abroad (language courses, studying, internships, theses)
- Information for international applicants about studying in Reutlingen
- Courses in German as a Foreign Language, programmes for international students
- Intercultural competence workshops, CV preparation and interview techniques in English
- Organisation of excursions and cultural events for international students

Contact

International Office
Reutlingen University,
Building 3-rooms 218-219
Alteburgstr. 150
72762 Reutlingen
Germany

Tel: +49 - 7121 - 271 1006
Fax: +49 - 7121 - 271 1103

Office hours:

Mon, Tue, Thur: 09:00 – 12:00
Wed & Fri: 14:00 – 16:00



<http://www.reutlingen-university.de/en/international/reutlingen-international-office/>



2. Additional campus services

2.1 *The refectory and cafeteria (Mensa)*



A daily menu is published at the following site:

<http://www.my-stuwe.de/mensa/mensa-reutlingen/>

Tel: 07121/271 9450

Opening hours:

Mon- Fri: 11:15 – 14:00 (lunch)

Mon- Thu: 08:30 – 16:30 (cafeteria)

Fri: 08:30 – 16:00

2.2 *Bookstore Jung (Buchhandlung)*

Campus Shop website: www.buch-jung.de



Tel: 07121/929200

Opening hours:

Mon- Fri 9.30 - 13.00

3. Sports

On campus, sporting activities are organised free of charge by the Student Association AStA. Further information can be found on the following website: <http://www.reutlingen-university.de/de/im-studium/leben-auf-dem-campus/sport/>

The variety of sports on offer is extensive: swimming, basketball, football, rock climbing, rope skipping, standard dance, capoeira or thai bo – to name but a few...

If you are interested in Celtic and Modern Dance you should get in touch with the Academic Sports and Cultural Club Reutlingen e.V. This is a private sports club which you can join at relatively little expense. You can find further information in the internet: <http://www.ascc-reutlingen.de>.

An indoor swimming centre (open in winter only) is located in the city centre. Closer to campus is the outdoor swimming pool at Markwasen (open from May 1st till the autumn). Outdoor running tracks and soccer fields are situated close to campus.

Reutlingen and its beautiful surroundings offer the visitor numerous castles, baroque abbeys, rivers and waterfalls as well as excellent opportunities for walking, biking, hiking and winter sports. Reutlingen has an ice rink in winter.



4. Library facilities

4.1 Reutlingen university library

The university library is located on campus and serves both the Reutlingen and the Pedagogical University of Ludwigsburg. The library has approximately 240,000 books and some 500 current journals.

The library as learning place

About 100 study places in the reading room, internet workstations and four catalogue computers near the loans desk guarantee good learning conditions. Long opening hours, liberal loan conditions, and good photocopying facilities ensure optimal access.

Library tours and database training courses are offered regularly.

Contact

Tel: 07121/271 1355 E-mail: bibliothek@reutlingen-university.de

Opening hours (semester period):

Mon - Fri: 08.00 - 21.00
Sat: 10.00 - 20.00

Fees

Using the library and borrowing books is free of charge. But please be prepared to pay fees whenever you miss to return books in time. Please return your books during opening hours at the loans desk or use the return box outside the library.

5. Computing and network facilities

New students are automatically assigned a login name and an e-mail address on registration and can access the campus net and Internet from most locations on campus.

5.1 General computer access

On campus we have 1,600 workstations equipped with PCs. These are managed by the university's main computer centre (*Rechenzentrum*) which runs a fast Gigabit-Ethernet-Network.

<http://www.reutlingen-university.de/en/while-studying/learning-centre/it-and-media-services/>

5.2 Computer access within ESB Business School

ESB Business School has excellent computing facilities. The school operates a number of newly equipped computer labs. Computer labs with workstations, printers and scanners can be found in the following rooms:

Building	Rooms
5	017, 104, 204
17	110, 107, 109
20	2 Labs, 018



5.3 Wireless, laptops

If you own a laptop, we strongly recommend that you bring it with you. You can easily configure it to access the university network. Several access points for internet access via Wi-Fi are available on campus.

All standard Microsoft software programmes are available to Reutlingen University students free of charge. For more information, please contact Rainer Friedrich at rainer.friedrich@reutlingen-university.de

5.4 Relax platform

The RELAX e-learning platform serves as a communication interface between professors, support staff and students. Presentations, scripts and all kinds of documents (between student groups) can be exchanged via this platform. <https://relax.reutlingen-university.de/?lang=en>

Contact person: Gus Hagelberg (gus.hagelberg@reutlingen-university.de)

6. Career service: internships and temporary employment

German commerce/industry has an enviable system of internships (industrial placements) of which we take full advantage.



We have excellent connections to a wide selection of German and international companies which regularly take our students as interns. We are more than happy to assist our exchange students in obtaining an internship, for example in the second half of a year in Germany. However, we do not arrange these internships: exchange students, like our own students, are responsible for applications, documentation, and arranging interviews where necessary. Internships are traditionally of 5 - 6

months duration and are full-time positions. They cannot be undertaken parallel to courses in our School.

Even though it is the students' sole responsibility to do an internship at a company, we do offer our exchange students assistance:

- **Career center:** The ESB career center receives regular internship offers from member companies of our corporate support association "V.I.M.A." The career center also supports students during the application process. For more information please visit the following website: <http://www.esb-business-school.de/en/school/institutions-bodies/career-center/>
- **Career fairs:** ESB Business School holds two company contact fairs each year, the 'International Business Fair (IBF)' during the summer semester and the 'Corporate Forum/Firmen Forum (FiFo)' during the winter semester. These fairs are designed to provide opportunities for contacts between students and companies (e.g. internship applications).



- **RIO-courses:** The Reutlingen International Office (RIO) offers special workshops for exchange students to help them with their application ("Application training in German"). These courses don't offer credits, but are highly recommendable for developing personal skills.

E Life in Reutlingen

1. Reutlingen City

Reutlingen can look back on a long history. Founded in the 5th century as an Alemannic settlement, it is first mentioned in a document from the year 1090. In 1220 it received its town charter and then became a Free Imperial Town; in 1803 it became part of the state of Württemberg.

Nowadays the city is prosperous with over 110,000 inhabitants, and exhibits a character which is both traditional and cosmopolitan. The centre of the town is modern with very good shopping facilities, including an open-air market, an excellent public library, several museums, a theatre, cinemas and a wide variety of cafés, restaurants and bistros.



Located approximately 30 km south of Stuttgart, Reutlingen is considered the biggest commercial centre in southern Baden-Württemberg, one of Germany's most innovative and dynamic economic regions. Famous for its textile, high-tech, mechanical engineering and automobile industry: this region is home to the world or European headquarters of many prominent companies including [Hugo Boss](#), [Daimler](#), [Porsche](#), [Bosch](#), [Celesio](#), [Hewlett-Packard](#) and [IBM](#).

Reutlingen and its surrounding regions offer a wide range of cultural events and numerous leisure activities, especially for those interested in water sports, biking, trekking, climbing and winter sports. As the "Gateway to the Swabian Jura (or Swabian Alb)", Reutlingen lies in one of the most scenically attractive areas of Germany. Hills, caves, waterfalls, castles and stately homes, mediaeval villages and thermal spas are attractive destinations for short excursions.

Location of Reutlingen in Germany



Reutlingen is located on the Echaz River, approx. 30 km South of Stuttgart and is nestled just beneath the majestic Swabian mountains and near the famous Black Forest.

2. Accommodation

Finding a place to stay can be one of the most challenging tasks when relocating to a foreign country. Our student residences are located near campus and cater for both men and women. There is one dorm for women only located nearer to the town centre. Finding accommodation on the private housing market is also an option. It is crucial to apply for a room as soon as possible. We advise you to apply to all of the housing associations mentioned here.

2.1 Halls of Residence

Halls of residence on Campus			
Name	Address	Contact Person	Application Forms
Theodor-Litt-Haus	Pestalozzistr. 29	Office: Mrs Schurr Alexandra.schurr@gwg-reutlingen.de Tel. 07121-277-186 Janitor: Mr Zorn Tel. 07121-29613 Mob. 0171-4938517	http://www.gwg-reutlingen.de/studentenwohnheime/studentenwohnheime_index.htm
Adolf-Reichwein-Haus	Pestalozzistr. 39	Office: Mrs Schurr Alexandra.schurr@gwg-reutlingen.de Tel. 07121-277-186 Janitor: Mr Zorn Tel. 07121-29613 Mob. 0171-4938517	http://www.gwg-reutlingen.de/studentenwohnheime/studentenwohnheime_index.htm
Theophil-Wurm-Haus	Pestalozzistr. 35	Office & Janitor: Mr Pehlke info@theophil-wurm-haus.de Tel. 07121-230515 Mob. 0152-02032263	http://www.theophil-wurm-haus.de/wohnen/download.html
Studentenwerk Tübingen "Aquarium"	Pestalozzistr. 41	Office: Mrs. Röder jutta.roeder@sw-tuebingen-hohenheim.de Janitor: Mr Waller Mob. 0162-2643397	http://www.my-stuwe.de/cms/front_content.php?client=1&changelang=3&idcatart=53&idcat=40
Halls of residence in the city			
Frauenwohnheim (Women only)	Albstr. 93	Office: Mrs Schurr Alexandra.schurr@gwg-reutlingen.de Tel. 07121-277-186 Janitor: Mr Piazza Mob. 0163-7728958	
Studentenheim "Am Heilbrunnen" and Kurt-Schumacher-Haus	Am Heilbrunnen 10 Kurt-Schumacher-Str. 3-5	Office: Mr Huber: Hausverwaltung@Studentenheim-reutlingen.de	Please send a request for the application form to Hausverwaltung@Studentenheim-reutlingen.de

You have to apply for a room in the normal way (please find appropriate application forms and information on our website). The application forms will need to be submitted by the second week of December if you are coming to Reutlingen in the summer semester or by the second week of June if you are coming in the winter semester.

If you are allocated a room, written notification will be sent by the end of July/beginning of August, or end of January to your home address. If you are going to be away from home at that time, you should inform the *GWG / Studentenwerk* of the address to which the notification should be sent. You must return the acceptance form immediately or else the room will be allocated to someone else. It is likely that the tenancy contract will be sent at the same time - usually two copies. Both copies should be signed and returned at once.

Please note that contracts are legally binding, i.e. once you have signed the contract you remain responsible for paying the rent for the whole semester. You cannot just give up the tenancy on your room when it suits you.

If you are not offered residence accommodation, we will do our best to assist you in finding a private room/shared flat when you arrive. However, as everywhere else in Germany, this is not easy: you should be prepared to rough it for several days while the search is on. A private room will cost upwards of €250 per month and may well involve some travel to and from the university.

In any case, do not panic if your accommodation is not settled before you leave home: just come, we have so far never failed to find accommodation for our exchange students!

2.2 Private housing market

The university's student office (*Studierendenbüro*) offers assistance if you are interested in renting a private room. You can obtain more information by writing an email to the following address: info.studium@reutlingen-university.de

You can also publish an advertisement with your search for private accommodation in one of the following local newspapers:

Reutlinger General-Anzeiger, Burgstrasse 1-7 , 72764 Reutlingen
Reutlinger Nachrichten, Burgplatz 1, 72764 Reutlingen
Wochenblatt (Anzeigenblatt), Marktplatz 16, 72764 Reutlingen

Accommodation Link on the Reutlingen University website:

www.reutlingen-university.de click on *HOCHSCHULE* -> *CAMPUSLEBEN* -> *Zimmervermittlung*

Further links that might help you regarding your search for accommodation in Reutlingen are:

www.stubue.de, www.reutlingen.de, www.wohnzentrale.de, www.zimmer-boerse.de,
www.wg-gesucht.de, www.wg-welt.de, www.studentenwohnungsmarkt.de, www.studenten-wg.de

2.3 Temporary accommodation

Youth Hostel (Jugendherberge)

In *Tübingen*:

Gartenstraße 22/2, Tübingen 72074. Tel.: 07071/23002.

Hotels und Guest houses (Pensionen)

You can find a lot of information on the City of Reutlingen: www.reutlingen.de



3. Cost of living

Your cost of living will depend on your personal lifestyle. Living abroad in an unfamiliar environment always stretches one's budget. However, the overall cost of living in Germany is fairly affordable for students. Accommodation costs are one of the major expenses. Students generally need between 600€ and 800€ per month to cover accommodation, food, transport, leisure and other personal costs.

The subsidised meals in the refectory / cafeteria (*Mensa*) are a very good value. Day-to-day groceries are cheap if you use the supermarkets, clothes range from cheap to breathtakingly

3.1 Financial assistance

Financial aid is generally not available through Reutlingen University. All financial matters have to be organised by students themselves. If you are looking for financial aid in the form of grants or scholarships, you should contact the International Office of your home university.

Some help may be available from the DAAD – German Academic Exchange Service – but this is not automatic. For further information go to the DAAD's website: www.daad.de > English > information for foreigners > support > scholarship database.

F. Contact

Hochschule Reutlingen / Reutlingen University
ESB Business School
Alteburgstraße 150
72762 Reutlingen
Fax: +49(0)7121 271 – 6022

Heads of Undergraduate Partnerships:

Professor Hermann Laßleben/Prof. Julia Hormuth
Room 5-113 and 5-124
E-Mail: Hermann.lassleben@reutlingen-university.de and julia.hormuth@reutlingen-university.de

Exchange coordinator (Incoming Students):

Ms. Anna-Julia Toll
Room 5-124
Tel.: +49 (0)7121 271 – 3014
E-Mail: anna-julia.toll@reutlingen-university.de

Student services:

Ms. Nervin Erbek da Silva
Room 5-121
Tel.: +49 (0)7121 271 – 3121
E-Mail: nervin.erbek_da_silva@reutlingen-university.de

