

ARRIVAL GUIDE

For incoming students 2018





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Welcome: TO EUROPEAN MANAGEMENT SCHOOL

WELCOME TO EUROPEAN MANAGEMENT SCHOOL (EMS)!

The EMS is a private business school located in the lively university town Mainz. The EMS is officially recognized as a Management School of the Cologne Business School and provides students practical and intercultural education. It is ranked among the top German universities for business studies. (Wirtschafts Woche HR-Ranking).

Founded in 1993, EMS currently has about 300 students, which guarantees an individualized service and creates a personal atmosphere among the students. Currently, we are offering 4 different BA Programs with various specializations, as well as 4 MA Programs. Most of the programs are fully taught in English.

All courses at EMS are state approved and accredited by the trinational accreditation agency FIBAA (Foundation for International Business Administration Accreditation) with excellent rating in the areas of practical economics and academical relevance. They also hold a high reputation at (inter)national companies and universities.

Your career. our mission.



AND TO MAINZ!

LIVING IN THE RHINE-MAIN METROPOLITAN AREA

Mainz is a lively and vibrant university town with several universities. Students live here in shared flats, apartments or student residences. The EMS is located in the modern Fort Malakoff Park and is thus in the heart of the beautiful historical city center. With a population of about 200.000 inhabitants and over 40.000 students, Mainz offers countless opportunities and activities especially for young people.

The most popular and impressive sights of Mainz can be found in the historic city centre. In the lovely streets around the romanesque St. Martin's Cathedral are many boutiques, wine taverns and delicatessen stores. The best place to take a stroll, drink a glass of regional wine or just watch the sunset is the promenade next to the Rhine River.

The young and openhearted atmosphere of the student town Mainz makes it easy to make new friends, explore the nightlife or participate in sports activities. The largest university in Mainz, the Johannes-Gutenberg University, offers great sport programs. Mainz is also a city of culture. It is home to a wide variety of museums (especially the Gutenberg-Museum), theatres, and a football stadium of the team Mainz 05.

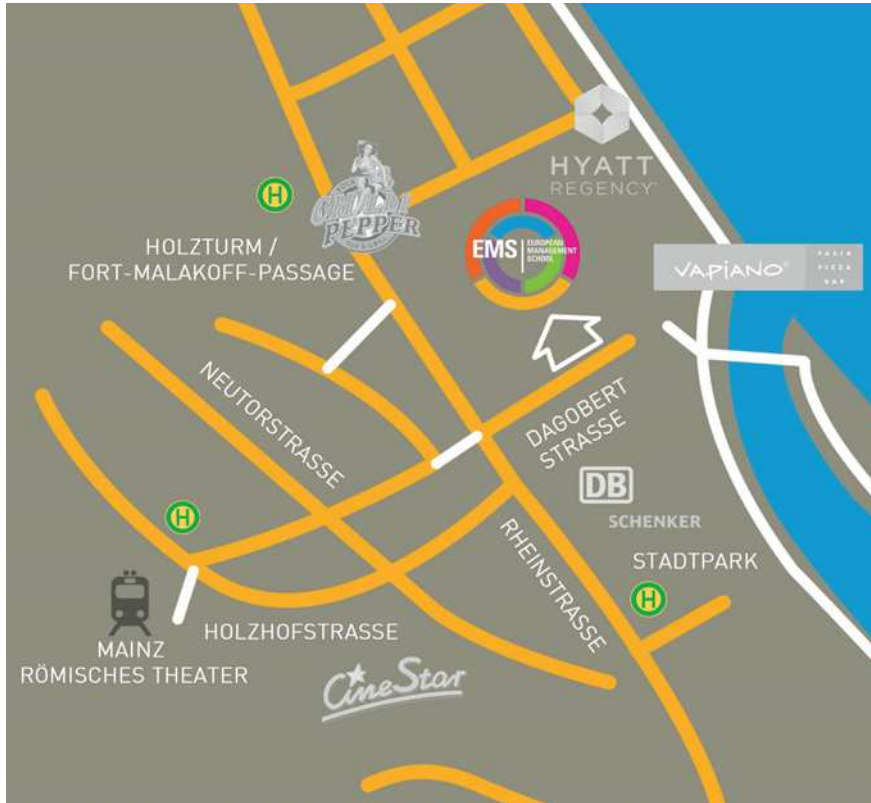
A special highlight of the year is the carnival season. Street parades, costumes balls and the "Rosenmontag" are only some events during the carnival season which are an unforgettable experience for every student.

Mainz is also a great location in the business cluster of Greater Frankfurt Area. It offers many opportunities for internships and workplaces and provides an optimal basis for a career in multinational companies. Especially Frankfurt with its stock exchange and international airport is an attractive address for business and only half an hour away.

By choosing Mainz for your semester abroad, you choose to live in a city of endless entertainment with a large variety of activities. In addition to that, you will also have other interesting European cities at your doorstep. Paris, Strasbourg and Brussels are close by and are ideal for a day's- or weekend trip.



ROUTE DESCRIPTION TO EMS



ENTRANCE

The main entrance is in the Dagobertstraße, across from the restaurant „Citrus“.

PARKING

You can use the underground parking Malakoff Passage (Dagobertstraße, 55116 Mainz) located directly at the university, for which you can purchase reduced tickets in the Students Office. The underground parking Cinestar (Neutorstraße 2a, 55116 Mainz) is also located within walking distance.

BY PUBLIC TRANSPORT

From: Mainz Central Station (Mainz Hauptbahnhof)

BY TRAIN

From Mainz Central Station you can take the S8 (towards Hanau HBF) or the regional train to Mainz Römischer Theater. When leaving the train station Mainz Römischer Theater, turn right into Holzstraße. After 350m cross the street and turn left into Rheinstraße. The university is located after 50m on the right site of the Fort Malakoff Passage (the main entrance is just opposite to the restaurant „Citrus“ in Dagobertstraße).

BY BUS

Use the bus number 65, 92, 64 or 90 and get off at Römischer Theater. When leaving the train station Mainz Römischer Theater, turn right into Holzstraße. After 350m cross the street and turn left into Rheinstraße. The university is located after 50m on the right site of the Fort Malakoff Passage (the main entrance is just opposite to the restaurant „Citrus“ in Dagobertstraße).

BY CAR

Travelling by car using a navigation system, please enter the following address:

Dagobertstraße 20
55116 Mainz

IMPORTANT CONTACTS



EMS POSTAL ADDRESS

European Management School
Rheinstraße 4N
D-55116 Mainz

COORDINATOR INTERNATIONAL STUDENTS

Ivy Werner
+49 (0) 6131 88055 33
i.werner@ems.de

EMS MANAGEMENT

Head of EMS:	Prof. Dr. Uwe-Wilhelm Bloos
Academic Director:	Prof. Dr. Alexander Westenbaum
Director of Administration:	Marike Potthof

u.bloos@ems.de
a.westenbaum@ems.de
m.potthof@ems.de

STUDENT SERVICES

Examination Office:	pruefungsamt@ems.de
Admissions Office:	admissions@ems.de
Students Office:	studentsoffice@ems.de
Career Services:	career@ems.de
Library:	bibliothek@ems-mz.de
IT Support:	support@ems.de

STUDY AT EMS

ACADEMIC CALENDAR

SPRING TERM 2018

Introduction Week:	22.01. – 26.01.2018
Start of lectures:	29.01.2018
Public Holiday:	01.05.2018/10.05.2018
End of lectures:	18.05.2018
Exams:	22.05. – 02.06.2018
Carnival break:	08.02. – 14.02.2018
Easter Break:	30.03. – 08.04.2018

FALL TERM 2018

Introduction Week:	20.08. – 24.08.2018
Start of lectures:	27.08.2018
Public Holiday:	03.10.2018/01.11.2018
End of lectures:	30.11.2018
Exams:	03.12. – 15.12.2018

COURSES AND GRADING SYSTEM

At EMS, students are required to select most of the subjects by modules. One module usually has 6 ECTS credits and contains two courses with 3 ECTS each. These modules cannot be split, which means that students must always take both courses belonging to the respective module.

If a student fails one course, he/ she can compensate the failed course through the second course belonging to that module, and thus still reach the full credits for the module.

Should the student not be able to compensate the failed course, he/ she has to retake the full module with both courses. This also applies in case one of the courses have already been passed. An average grade of at least 50% is required in order to pass a module.

EXAMPLE 1:

Course 1 30%

Course 2 80%

Course 2 passed, course 1 failed, but compensated with the help of course 2: Module passed with 55%

EXAMPLE 2:

Course 1 70%

Course 2 90%

Both courses passed: Module passed with 80%

EXAMPLE 3:

Course 1 20%

Course 2 60%

Course 2 passed, course 1 failed, but not compensated with course 2: Module failed with 40%.

Both courses need to be retaken to pass the module.

COURSES ARE GRADED AS FOLLOWS:

KEY TO TRANSCRIPT OF ACADEMIC RECORD

GRADE (%)	LOCAL GRADE	ENGLISH TRANSLATION
100	1,0	Very good
99 - 98	1,1	
97 - 96	1,2	
95 - 94	1,3	
93 - 92	1,4	
91 - 90	1,5	Good
89 - 88	1,6	
87 - 86	1,7	
85 - 84	1,8	
83 - 82	1,9	
81 - 80	2,0	
79	2,1	
78	2,2	
77	2,3	Satisfactory
76	2,4	
75	2,5	
74	2,6	
73	2,7	
72	2,8	Satisfactory "Average" Performance
71	2,9	
70	3,0	
69 - 68	3,1	
67 - 66	3,2	Sufficient "Lowest Passing Grade"
65 - 64	3,3	
63 - 62	3,4	
61 - 60	3,5	
59 - 58	3,6	
57 - 56	3,7	
55 - 54	3,8	Fail
53 - 52	3,9	
51 - 50	4,0	
49 - 0	4,1 - 6,0 F	

The Calculation of the Overall Result:

Overall average grade - year 1 30 %

Overall average grade - year 2 30 %

Overall average grade - year 3 40 %

The EMS uses the European Credit Transfer and Accumulation System (ECTS). This credit system is based on the student workload required to achieve the objectives of a program. These objectives are specified in terms of the learning outcomes and competences to be acquired. The Bologna Declaration of June 1999 introduced the Bachelor/Master system in all EU countries. ECTS makes study programs easy to compare for all students: both local and foreign. Thus, the ECTS facilitates mobility and academic recognition.

The ECTS system works with 60 credit points per academic year. At EMS, a BA degree is conferred when a student has collected 180 credit points with programme-relevant courses (for more details see the text of the "Examination Directive/ Prüfungsordnung").

EXAMS

The exams will take place during the last 2 weeks of the semester. The timetable will be published approximately 2 weeks before the exam period. Please note that exams can take place on Saturdays as well as during the Examination Weeks.

A module with two classes usually consists of a **written exam** and a **course work**.

- 1) In a written exam, the candidate is expected to prove that he/she is able to handle questions and find ways to bring about solutions in a limited amount of time, with limited aids and under supervision using prevalent subject-related methods.
- 2) The assessment for course work can consist of e.g:
 - a. Term paper
 - b. Project work*
 - c. Group work*
 - d. Presentation*
 - e. Attendance
 - f. Oral exam*

* Dress code: Please consider that EMS has a dress code.
For all presentations in class please dress formally (e.g. suit and tie)

OPENING HOURS

STUDENTS OFFICE

LECTURE PERIOD

Monday	8.00 am – 7.30 pm
Tuesday	8.00 am – 7.30 pm
Wednesday	8.00 am – 7.30 pm
Thursday	8.00 am – 7.30 pm
Friday	8.00 am – 5.00 pm

SEMESTER BREAK

Monday	8.00 am – 5.00 pm
Tuesday	8.00 am – 5.00 pm
Wednesday	8.00 am – 5.00 pm
Thursday	8.00 am – 5.00 pm
Friday	8.00 am – 5.00 pm

INTERNATIONAL OFFICE

Tuesday – Friday	8.30 am – 2.30 pm
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CAREER SERVICE

Monday – Friday	9.00 am – 5.00 pm
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EXAMINATION OFFICE

Monday – Friday	10.30 am – 4.00 pm
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STUDENT ID-CARD

Your student ID Card/ semester ticket is one of the most important documents as a student and for your stay in Mainz. It can be obtained for about 210 € and will be handed out to you during the Welcome Days.

With this card you are able to travel with busses or trains in a given area around the Rhine-Main-Metropole. Additionally, you will profit from reduced fees in museums, theatres, clubs and many other locations.

For a better orientation you should use the Apps "DB Navigator" and "RMV". With these, you will have access to information concerning bus and train plans.

IT-SERVICES

European Management School has wireless internet around its campus as well as modern computer facilities. Students are highly recommended to bring their own laptops to work with.

Our IT-Service Team will be glad to help you log into the EMS wireless internet. Your Student ID Card also serves as copy card for the printers at EMS with a starting budget of 30,-€ per semester.

If you need to reload your copy card, please contact the Students Office for assistance.

INTERNING/WORKING IN GERMANY

Students from the European Union (EU) or European Economic Area (EEA) have free access to the German job market and are treated equal to German students.

International students from other countries can work a total of 120 full or 240 half days per year. If you wish to work more, you will need a permit from the „Agentur für Arbeit“ (Federal Employment Agency) and the foreigners' authority.

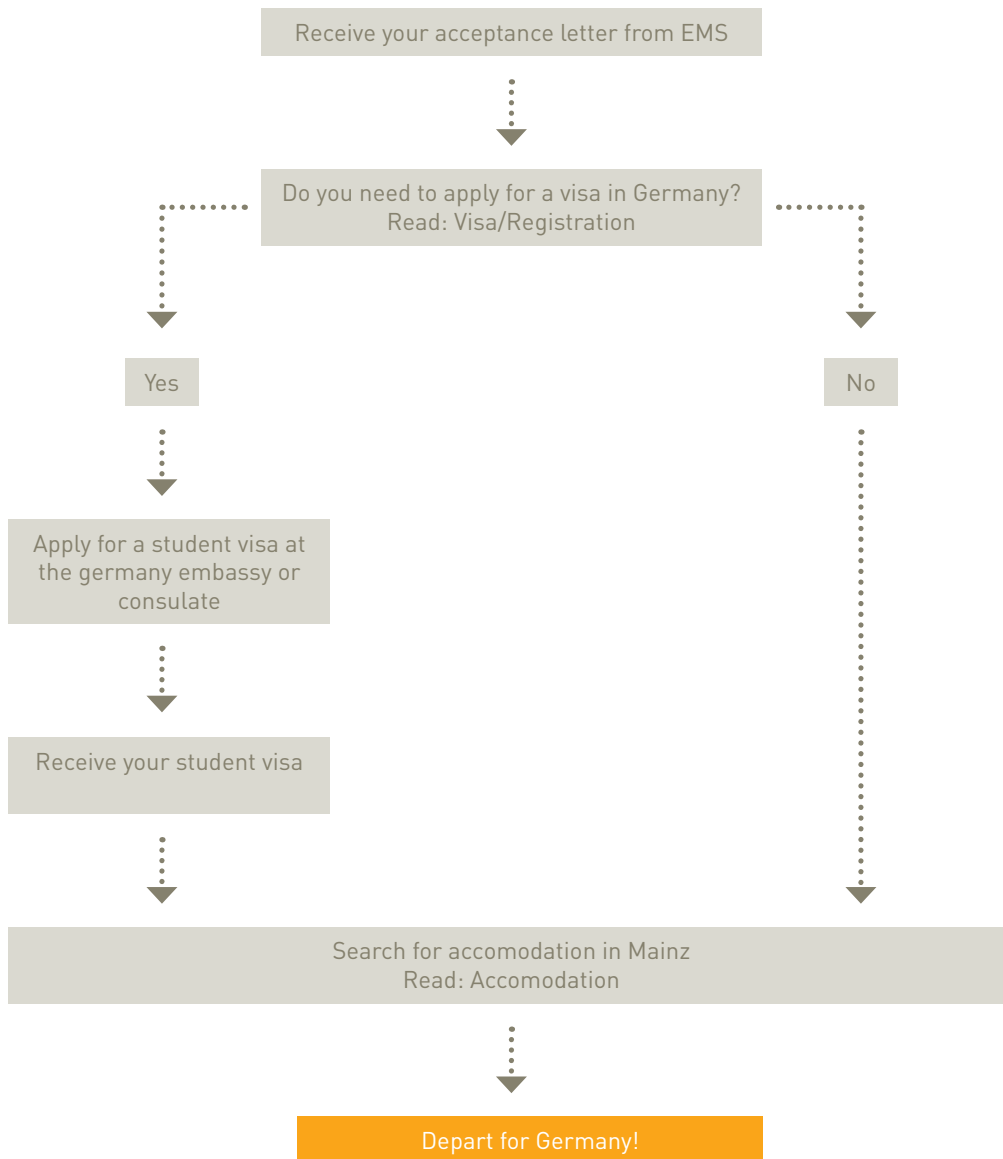
Whether you are eligible for a working permit largely depends on the condition of the local job market. You are less likely to receive a permit to work more than 120 days in regions with higher unemployment rates.

In general, you have the opportunity to do an internship in Germany. Voluntary internships – paid and unpaid – count towards the 120 full / 240 half days per year. Mandatory internships can be completed additionally.

Please keep in mind that the language of communication in most companies is German. If you do not speak German, you should look for larger international companies or companies from your home country with a subsidiary office in Germany.

If you have further questions, you can contact our Career Services office (career@ems.de).

PRE-DEPARTURE PATHWAY



ADDITIONAL INFORMATION

Please note that students from the EU, The EEA and Switzerland do not have to apply for a student visa. Students from Australia, Canada, South Korea and the USA can obtain the residence permit for study purposes after their arrival in Germany.

Make sure that you have all required documents for the visa application. Besides the letter of admission and proof of financial resources for the duration of your studies, the embassy might request further documents, which you have to provide in order to obtain study visa.



ACCOMMODATION IN MAINZ

Due to the fact that Mainz is a university town, there are a lot of accommodations available especially for students. We have compiled a list of useful tips for your housing search.

YOUNIQ

The student residence youniq offers fully equipped single rooms next to the central station in Mainz, within walking distance; you can find plenty of shopping facilities, student bars and restaurants. Each room in the residence is furnished with a bed, desk, wardrobes and shelving units. There is also a kitchen with induction hob, refrigerator, microwave and sink unit.

The bathroom is fitted with a large shower, WC and a wash basin.

There are many services and facilities in youniq, for example a fitness studio and a laundry.

The rent for a single room ranges from 449,00 Euro to 779,00 Euro depending on the size. In the rent included is high speed-internet, cable tv connection, operating expenses, heating and electricity costs.

You can register online at:
www.youniq.de/en/contact?location=10

RESIDENCE HALLS FROM THE STUDIERENDENWERK MAINZ

The Studierendenwerk Mainz offers a great number of student residences close to the city center. In order to apply, you should register online at:
www.studierendenwerk-mainz.de/wohnen/entscheiden-bewerben/

Please register early, since rooms there are highly requested.

HERE ARE SEVERAL LINKS THAT WILL HELP YOU TO FIND ACCOMMODATION IN MAINZ:

www.ems.de/en/campus/living-in-mainz
www.studierendenwerk-mainz.de/wohnen
www.youniq.de/en/rent/wallstr-31-37
www.smartments-student.de/en/mainz-ber
www.wg-gesucht.de/en/wg-zimmer-in-Mainz.84.0.0.0.html
www.stuwo.de/wohnheim-region/mainz
www.apartmenthausmainz.de/de/studentenwohnung-mainz

VISA/REGISTRATION

VISA

Students from EU-countries, Andorra, Australia, Canada, Honduras, Iceland, Israel, Japan, South Korea, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, and USA do not need a visa.

They only need a valid passport or ID card and must apply for a residence permit for study purposes within the first three months of their stay

with the Foreign Nationals' Office (Ausländeramt). If you stay in Germany for more than three months, you have to register your place of residence with the City of Mainz within one week.

All International Students have to register with the city of Mainz; "Einwohnermeldeamt"
In order to register you need to submit the following documents:

1. Valid passport/visa
2. Wohnungsgeberbescheinigung (to be filled in by your landlord)
www.mainz.de/vv/Formular-Wohnungsgeber-Wohnungsgeberin-Bescheinigung.pdf

Students from NON-EU-countries must extend their visas within three months at the foreign nationals registration office.

For the foreign nationals office you need the following documents:

- Completed Application form for the Residence Permit
- Passport + Copy of passport
- 2 passport pictures (not older than 3 months)
- Proof of your health insurance for one year
- Proof of sufficient funding of your studies and living expenses app. (864€ per month) or a blocked account

- Registration certificate by the City of Mainz (which must be done immediately upon arrival)
- 110€ cash for the Application

The residence permit is valid for one year. After one year you will have to extend the visa preferably for 2 years.

All other applicants from Non-EU countries must obtain a student visa at the German embassy or Consulate in their native country before travelling to Germany. Please note: it can take as long as two months to process a visa application!

REGISTRATION WITH THE CITY OF MAINZ

You may register with the city of Mainz as well as with the foreign nationals office at the customer service of the City of Mainz in the city center or at one of the registration halls which are located in the different districts.

Einwohnermeldeamt (for Residence Permits):
Stadthaus (Lauteren-Flügel)
Kaiserstraße 3-5
55116 Mainz

Opening Hours:
Monday, Tuesday, Wednesday,
Thursday: 9:00 am to 13:30 pm
Friday: 9:00 am to 12:00 noon

HEALTH INSURANCE

IMPORTANT

You can either decide whether you wish to acquire a health insurance in your home country or whether you wish to get a German health insurance. We recommend that you acquire a German health insurance in order to avoid trouble or complications.

If you prefer to get the health insurance in your home country, you will have to make sure that it covers of all the costs

that might occur and that it is valid for the complete time of your stay. In Germany, all students must have a health insurance. You can obtain a student health insurance from the AOK Rheinland-Pfalz/Saarland or any other health insurance company. EU nationals need the European Health Insurance Card of their home health insurance company, which has to be taken to the health insurance company

in Germany to be recognised. Your chosen health insurance will provide a German certificate or card.

AOK Rheinland-Pfalz/Saarland
Monic Albertie
Staudinger Weg 21
55128 Mainz
Phone: (06131) 501834-481

BANKING

Some of our local banks:

Sparkasse Mainz
Bahnhofstr. 1
55116 Mainz

(06131) 200 9 100
info@sparkasse-mainz.de

Mainzer Volksbank
Wilhelmsstr. 7
55128 Mainz

(06131) 48 80000
info@mvb.de

Deutsche Bank
Ludwigsstraße 8-10
55116 Mainz

(069) 910 10000
deutsche.bank@db.com

PLEASE NOTE

As an international non-EU student, you will have to open a German bank account. Cash isn't accepted for paying rent and other bills. You can open a bank account with any bank. Usually this is much easier from your home country. We highly recommend opening a block account in your home country, if possible. For further information concerning the opening of bank accounts see the checklist for international students on our webpage and contact your embassy. When opening a bank account in Germany you need to bring your passport, your student card and your registration certificate.

MEDICAL EMERGENCIES

Police: 110

Emergencies and Fire Department: 112

It is recommended to save the phone numbers of your emergency contacts labelled ICE (in case of emergency) in your phone to enable ambulance men to inform your next of kin in case of an accident (For example: ICE1 Mama, ICE2 Papa, ICE3 EMS Int. Office)

DOCTORS ADDRESSES

Please note that in Germany most doctors' offices are closed on Wednesday afternoons. Therefore you would have to use an emergency service that day.

HOSPITALS

St. Vincenz und Elisabeth Hospital
An der Goldgrube 11
55131 Mainz
Phone: +49 6131 57 50
www.kkm-mainz.de

Johannes-Gutenberg University Hospital
Langenbeckstraße 11
55131 Mainz
Phone: +49 6131 17-1
www.unimedizin-mainz.de

GENERAL PRACTITIONERS

Dr. med. Malte Hinzpeter (English)
Frauenlobstraße 43-45
55118 Mainz
Phone: +49 6131 611202

Dr. med. Michel R. Abdollahnia (English)
Dr. med. Bülent Kaya (English)
Ludwigsstraße 4
55116 Mainz
Phone +9 6131 224656

DENTISTS

Dr. med. dent. Shafiei (English)
Berliner Str. 39
55131 Mainz
Phone: +49 6131 2167022

AOK group practice (English, Turkish)
Hintere Bleiche 59
55116 Mainz
Phone: +49 6131 256150

GYNAECOLOGIST

Prof. Dr. med. Thomas Steck (English)
Rheinstraße 4
55116 Mainz
Phone: +49 6131 603020

Dr. med. Michael Babucke
Große Bleiche 29
55116 Mainz
Phone: +49 6131 237676

These are some examples of medical contacts. The following link contains a list of specialists including their fields of expertise, addresses and language skills. It will help you to find the right contact person in case of emergency. By copying this link into your browser, you will have access to the named information.

www.mainz.de/medien/internet/downloads/WEB.Sprachkenntnisse_2015.pdf

ADDITIONAL INFORMATION

SPORTS IN MAINZ

Mainz is a very lively city with lots of students and many sports facilities.

As a student of EMS you are allowed to take part at a wide range of all kinds of different sports activities, for instance: basketball, volleyball, dancing, fitness, martial arts etc. (www.ahs.uni-mainz.de/index.html)

USEFUL WEBSITES

German Academic Exchange Service:

www.daad.de

www.study-in.de

General Information + Map of Mainz:

www.mainzer-manager.de

www.mainz.de/tourismus/index

www.mainz.de/service/stadtplan

www.mainz.stadtbesten.de

Mainz Top 20:

PLACES OF WORSHIP

Churches:

www.mainz.de/tourismus/sehenswertes/kirchen-und-synagogen

Mosques:

www.vaybee.de/service/tuerkische-moschee-mainz

INTERNATIONAL SUPERMARKETS

Indian:

goo.gl/FQAXaN

Turkish:

www.vaybee.de/service/tuerkischer-supermarkt-mainz-laden

IMPRINT

PUBLISHER European Management School
LAYOUT AND DESIGN Karim Hachem
TEXT International Office
EDITION May 2017

ACCREDITATIONS



MEMBERSHIPS



The Academy of
Business in Society



PRME

The information in this document was current at the publication date, May 2017.
Please check the EMS website for the most up-to-date detailed information.
This document has been created exclusively for international students.

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EUROPEAN MANAGEMENT SCHOOL