

Version 8

=====

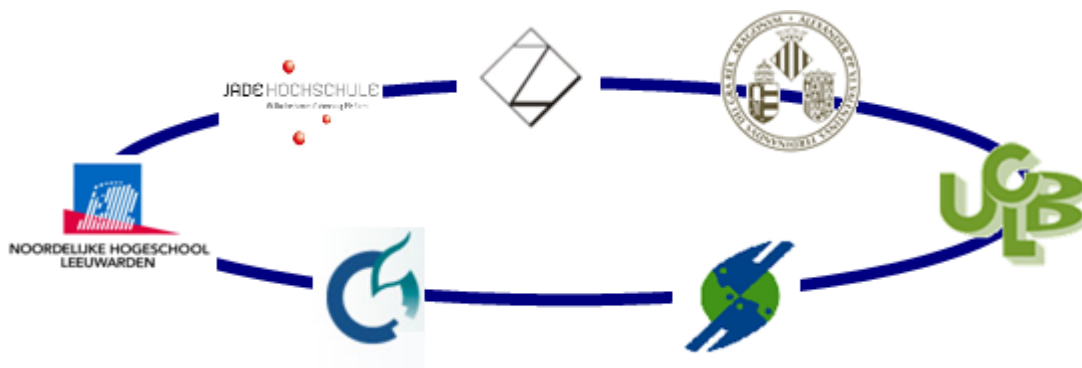
International Business & Management

IB&M HANDBOOK SUPPLEMENT

=====

PART IV Detailed Information per Institution

May 2012





1. Kymenlaakso University of Applied Sciences – Kotka-Kouvola Finland

1. GENERAL INFORMATION

1.1 FINLAND

Information available in the Internet: <http://finland.cimo.fi> → Discover Finland.

1.2 HIGHER EDUCATION IN FINLAND

The higher education level consists of 21 universities and art academies in the university sector and 31 regional polytechnics (ammattikorkeakoulu, German Fachhochschule) in the non-university sector. Universities award bachelor's (3 - 4 years), master's (+2 years), licentiate's (+2 years) and doctor's (+2 years) degrees, and polytechnics bachelor level degrees of 3,5 – 4,5 years.

1.3 Credit System

Credits in the curriculum are ECTS credits

1.3.1 KYMENLAAKSO POLYTECHNIC

Kymenlaakso Polytechnic (Kymenlaakson Ammattikorkeakoulu) is owned by the city of Kotka and the municipalities of Kouvola Region. The annual turnover is around 22 USD million. There are 3500 full time students and a staff of around 350. There are also 500 part time students in further education studying for a degree. All the training is authorised by the Ministry of Education.

1.4 STUDIES IN KYMENLAAKSO POLYTECHNIC

Polytechnic studies take from 7 to 9 semesters, and they consist of obligatory, optional and free choice studies. The degree includes the final project (dissertation or final project) and a work placement of one semester, which is a compulsory and an essential part of the polytechnic studies.

1.5 Sites of Kymenlaakso Polytechnic



1.6 Studies at Kymenlaakso Polytechnic

Kymenlaakso Polytechnic awards **bachelor degrees** in 24 full-time study programmes in the following fields of study and at the following sites in the Kymenlaakso region (the name "Kymenlaakso" translates: the valley of the River Kymi):

In Kotka, City by the Sea

130 kms from Helsinki, 250 kms from St. Petersburg (by bus)
 around 53 000 inhabitants
 major exporting harbour in Finland
 base of big industry: pulp and paper, stevedoring, glass and glass fibre, food processing

Technology and Business Campus, Pääskysentie 1, 48220 Kotka

The building has 5 floors, elevators exist

International Business Degree Programme (in English)

210 credits

International Marketing specialisation

In Kouvola, Town at the Railway Crossing

130 kms from Helsinki (by bus or by train), 45 kms from Kotka

around 32 000 inhabitants

major railway crossing; around 250 kms to St. Petersburg

Business Campus, Salpausselänkatu 57, 45100 Kouvola

The building has 3 floors, no elevators.

International Business Degree Programme(in English)

210 credits

International Trade specialisation

1.7 ACADEMIC YEAR 2005/2006

The academic year at Kymenlaakso Polytechnic is divided into two semesters (Autumn and Spring semester) as follows :

Autumn semester: Starts on 22.08.2005

Ends on 16.12.2005

Spring semester: Starts on 09.01.2006

Ends on 31.05.2006

The Christmas break is from 17.12.2005 - 08.01.2006.

There is also a one-week - winter leave week 8

During Easter there are two days off (Good Friday and Easter Monday).

2. PREPARING FOR YOUR DEPARTURE

2.1 DOCUMENTATION

EU and EEA (European Economic Area) citizens

Citizens of the EU and EEA countries (i.e. Austria, Belgium, Denmark, Finland, France, Germany, Great Britain, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden) can stay in Finland for three (3) months without any residence permits.

For a period longer than 3 months you need to apply for an ETA card (or EEA card), which allows you to stay in the country for the time stated on the card. The ETA card can be applied for at the local police station in Finland. In Kotka the police station is located at Ruukinkatu 6, tel. 2191216, and in Kouvola at Hallituskatu 7 C, tel. 7774250. After applying, you should get the card within two weeks. The residence permit must be applied for within a week after your arrival in Finland if you know that your stay is longer than 3 months.

The documentation needed for an ETA card application are:

- a valid passport
- 2 passport photographs
- **26 euros** (charged for the administration and handling of your application)
- a certificate/acceptance letter from Kymenlaakso Polytechnic
- a statement indicating the reason for staying in Finland for more than 3 months (e.g. study period as an ERASMUS student)
 - eligibility for health insurance in your own country; **E111/E128 form** for European citizens should be obtained before departure for Finland.

2.2 ARRIVAL IN FINLAND

Please let us know in advance (tel. +358 5 2208236 / Ms Sari Pieviläinen, e-mail: sari.pievilainen@kyamk.fi, telefax: +358-5 2208209) how and when you will be coming to Finland, so that we can advise you in detail of the connections and arrange for somebody from the Polytechnic to meet you at the bus or railway station, if you wish.

2.3 HEALTH CARE INSURANCE AND OTHER INSURANCES

It is extremely important that you have the insurance for your stay in Finland. Your insurance must cover the costs incurred for services provided by a physician and for any hospitalisation in case of injury or illness. Always remember to bring the insurance policy with you. If you have an existing medical condition or detailed medical history, bring a copy of it with you. Furthermore, be sure to bring an adequate supply of any prescription medication you are presently taking.

You must **purchase the traveller's insurance** in your own country **before** departure covering your luggage and possible accidents and illness occurring while travelling to and from Finland and throughout your stay away from home. Otherwise it may occur, that you have to pay all the cost of your possible hard luck yourself.

2.4 ACCOMMODATION

The International Office in Kymenlaakso Polytechnic arranges accommodation for exchange students. A typical student's residence consists of a single bedroom and shared kitchen and bathroom. In Kouvola there are usually 2-3 students living in the same apartment and in Kotka most of the foreign students are placed in a hostel with ensuite bedrooms and a shared kitchen and lounge room. **In Kouvola you have to pay a housing deposit of 135 Euros**, which is returned at the end of your stay if everything is in good condition in your apartment. On average the monthly rent is from 135 – 200 Euros. The rent is usually paid in advance every month and we expect you to pay your rent regularly

Contact the International Office for further information,
tel. +358 5 2208236 / Ms Sari Pieviläinen, e-mail: sari.pievilainen@kyamk.fi, telefax: +358-5 2208209.

3. IB&M Programme

3.1 Autumn Semester

Business Campus in Kotka

I International Business Strategy and Organisation

Credits:

Marketing Planning	4.5
From Conception to Production	4.5
Project Work	1

II Cross Cultural Management and International HRM

Human Resources Management	3
Intercultural Communication	3
Principles of Research Work	3
Project Work	1

III International Marketing, PR & Business Communication

Launching a Product	4.5
---------------------	-----

3.2 Spring semester

Business Campus in Kouvola

III International Marketing, PR & Business Communication

International Marketing	4.5
Project Work	1

IV International Finance & Controlling

Management Accounting	3
Corporate Finance	3
Risk Management	3
Project Work	1

Some Examples of Optional Courses

Kotka

Focus on Finland	3
Marketing Research	4.5
Services Marketing	3
Language studies on several levels	

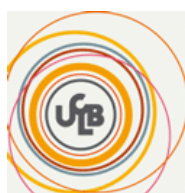
Kouvola

International Economics	3
International Business Operations	4.5
Negotiating	2
Contract Law	3

Area Studies

Language Studies on several levels

Detailed course descriptions are available in www.kyamk.fi/opinto-opas/2002-2004



2. Université Claude Bernard - Lyon – France

UNIVERSITÉ CLAUDE BERNARD-LYON I.

PETRA Management, Lyon, France

The information, given on the following pages is only a very short and summary description of our Institute and the outline of our IB&M course scheme.

Students who wish more detailed information can refer to our information material available in the international office of the home institution. Please consult also our Web-site <http://iupms.univ-lyon1.fr>

You also may address a request for complementary information via e-mail : hofmann@iuta.univ-lyon1.fr or thoiron@iuta.univ-lyon1.fr .

Our address

PETRA Management
Université Claude Bernard - LYON 1
43 Bd du 11 novembre 1918
69622 Villeurbanne Cedex
contact : Bernd HOFMANN or Glyn THOIRON
Responsable des Relations Internationales de l'IUP de Management
tel. : +33 4 72 69 21 66
+33 4 72 69 21 65
fax : +33 4 72 44 22 26
e-mail : hofmann@iuta.univ-lyon1.fr

PETRA Management and its IB&M offer

The brand-name PETRA Management was created in September 2004, when the two sister Institutes (IUP Management and IUT A, both involved in the IB&M programme since long) joined their management courses in order to offer a full « Licence – Maîtrise » - programme. Students now can accomplish a full 4-year study programme under the same roof.

The IB&M students can select either subjects taken out of the Licence programme (3rd year of higher education studies, out of the Maîtrise programme (4th year of higher education studies) or out of the International Management programme (level 3rd year of higher education studies).

Important dates for 2005 - 2006

Application deadlines



Applications for September 2005 should be known to us prior to mid-June 2005.

Lessons start on :

1. semester : Courses start between 1st and 19th September 2005 depending on the programme.

2. semester : Semester start on 2nd January 2006.
International Management programme starts on 13th February 2006.

Semester ends on :

1. semester : 16th Decembre 2005

2. semester : Between mid-April and mid june 2005, depending on the programme (Licence, Maîtrise, International Management)

Holidays :

Autumn : 27th October – 2nd November 2005
Christmas : 17th December 2005 – 1st January 2006
Winter : 21st. February – 5th March 2006
Spring : 22nd April – 8th May 2006
11th November 2005
17th April 2006
25th and 26th May 2006

Before you arrive in Lyon, you'll receive an information package, containing these and more important data for your arrival and the first days in Lyon, as well as important information about the schedule of the academic year. Don't forget to inform yourself on our website : <http://iupms.univ-lyon1.fr>

Key data about the PETRA Management for incoming students

Professionalised training. This means teaching staff with academic and professional background. This means also : teaching methods combining up to date knowledge in management sciences and feedback from real management situations in enterprises.

Human size : all classes are organised in groups, which rarely will exceed 25 students.

A high proportion of exchange students : about 50 exchange students per year follow classes together with an estimated number of 390 degree students.

Studying at the PETRA Management combines compulsory assistance to all lectures and seminars and a high degree of individual initiative based on your motivation to complete your studies by individual reading.

Evaluation of acquired competences : each Faculty will determine the methods of evaluation which fit best to the subject. In general, per semester, more than one mark has to be obtained. This system is called the continuous control system. So called "resit" exams are NOT organised.

PETRA Management systematically makes reservation of accommodation for incoming students, as the private market for apartments to rent is very small and expensive. For IB&M students two formulas are available :

18m² - flat with individual WC, shower and kitchenette : rent about 330 € / month (rate applies for students younger than 26 years)

9 m² - single room, no cooking facilities neither in the room nor in common for several rooms. WC and showers shared by about 10 rooms : rent about 130 € / month(rate applies for students younger than 26 years).

Application at the PETRA Management : Your University's international adviser just needs to send us an e-mail containing



Your study and home address

Your date of birth

Your e-mail address and telephone number

In return we will send you : a letter of acceptance (some days after having received these data) and information package (early July).

Available IB&M subjects and their linkage with the standards IB&M programme

Hereafter you'll find the list of subjects available under the IB&M programme scheme.

Keep yourself informed via our web-site as the schedule might suffer changes before September 2005.

7. modules IB&M ⇔ programme PETRA Management

		Module 1. semestre			Module 2. Semestre		
7.1. IB&M Module	ECTS required	PETRA Management Module	ECTS semestre	Program. PETRA	PETRA de Management Module	ECTS semestre	Program. PETRA
7.2. Core subjects IB&M							
International Business Strategy & Organisation	10	Stratégie d'entreprise	4,0	Maîtrise	Stratégie d'entreprise	4,0	Maîtrise
		Stratégies, grandes entreprises	1,5	Mgt. Internat.	Stratégies internationales des PME	1.5	Mgt. Internat.
		Psycho-sociol. (Autorité/Pouvoir)	1.5	Mgt. Internat.	Psycho-sociologie des organisations	1,5	Mgt. Internat.
		Psycho-sociol. (Négociations/Conflits)	1.5	Mgt. Internat.	Géopolitique	1.5	Mgt. Internat.
					Gestion des activités et stratégie	5,0	Pré-Licence
Cross Cultural management & International HRM	10	Gestion des Ressources Humaines	2.5	Maîtrise	Gestion des Ressources Humaines	2.5	Maîtrise
		Gestion instrumentale du personnel	3.0	Licence	Management Humain	2.5	Maîtrise
		Négociation des affaires internationales	4,5	Licence			Maîtrise
					Gestion des Ressources Humaines (Recrutement/Formation)	1.5	Mgt. Internat.
					Gestion des Ressources Humaines (Conditions de travail)	1.5	Mgt. Internat.
					Management Interculturel (relations professionnelles et négociation)	1.5	Mgt. Internat.
					Management Interculturel (Migrations internationales et enjeux économiques)	1.5	Mgt. Internat.
International Marketing, PR & Business Communication	10	Communication	2,5	Pré-Licence	Communication	2,5	Pré-Licence
		Communication et méthodologie	3,0	Licence	Marketing international	2.5	Maîtrise
		Marketing des services	2.5	Maîtrise	Marketing industriel	2.5	Maîtrise
		Marketing français des entreprises étrangères	1.5	Mgt. Internat.	Marketing des PME	1.5	Mgt. Internat.
		Techniques d'information et Communication	1.5	Mgt. Internat.			



International Finance and Controlling	10	Contrôle de gestion	4,0	Pré-Licence	Contrôle de gestion	4,0	Pré-Licence
		Gestion Financière	4,5	Licence	Comptabilité de gestion	3,0	Pré-Licence
		Mathématiques financières I	3,0	Licence	Contrôle de gestion (ensemble avec gestion prévisionnelle) (sous réserve)	1.5	Mgt. Internat.
		Mathématiques financières II	2.5	Maîtrise	Gestion prévisionnelle et budgétaire (ensemble avec Contrôle de gestion) (sous réserve)	1.5	Mgt. Internat.
		Marchés financiers	1.5	Mgt. Internat			

		Module 1. semestre				Module 2. Semestre			
7.3. Module IB&M	ECTS required	Module Management	PETRA	ECTS semestre	Program. PETRA	Module Management	PETRA	ECTS semestre	Program. PETRA
Options IB&M									
International Economics	5	Economie		3.0	Licence	Analyse de la conjoncture et économie monétaire		2,5	Pré-Licence
		Concurrence et environnement international		2.5	Maîtrise	Politiques économiques		1.5	Mgt. Internat
		Histoire économique européenne		1.5	Mgt. Internat.				
International Business Law	5	Introduction au droit français : droit des contrats		1.5	Mgt. Internat	Introduction au droit des sociétés		1.5	Mgt. Internat.
		Droit des affaires		3.0	Licence	Histoire sociale française / droit du travail français		2.5	Mgt. Internat.
		Droit des affaires		2.5	Maîtrise	Droit commercial		2,5	Pré-Licence
						Droit du travail		2,5	Pré-Licence
						Droit commercial international		1,5	Mgt. Internat.
						Droit européen		1.5	Mgt. Internat
Language and Culture	5	Allemand		2.0	Niveau faible / moyen	Allemand		2.0	Niveaux faible / moyen
		Anglais		2.0	Tout niveau	Anglais		2.0	Tout niveau
		Espagnol		2.0	Niveau moyen / fort	Espagnol		2.0	Niveau moyen / fort
		Italien		2.0	Niveau moyen	Italien		2.0	Niveau moyen
		Français, langue étrangère		3.0	Mgt. Internat.	Français, langue étrangère		3.0	Mgt. Internat.
		Histoire et Culture françaises		1.5	Mgt. Internat.				
		Histoire politique et sociale de France		1.5	Mgt. Internat.				
Area Studies	5	Project work, individual evaluation		3 - 5	Mgt. Internat.	Jeu de simulation d'entreprise		1.5	Mgt. Internat.
						Project work, individual evaluation		3 - 5	Mgt. Internat.
Operational Management (Operations Management)	5					Gestion des opérations industrielles et commerciales		5.0	Maîtrise
Operational Management	5	Matière non disponible				Matière non disponible			



(Physical Distribution)							
7.4. <i>Free Choice subjects</i>							
		Statistiques	3.0	Licence	Informatique (Base de données)	1.5	Mgt. Internat.
		Informatique (texte/ tableur) niveau avancé	1.5	Mgt. Internat.	Séminaire Import/Export	1.0	Maîtrise
		Création, transmission d'entrepr.	1.5	Maîtrise	Séminaire Contrôle fiscal et social	1.0	Maîtrise

3. Jade University of Applied Sciences, Wilhelmshaven – Germany

1. *Enrolment Procedure and Welcome Guide*

FH Wilhelmshaven is part of FH Oldenburg/Ostfriesland /Wilhelmshaven and there will be a "Studienführer" (180 pages) including all necessary information about the town and the Fachhochschule. You will be informed about enrolment procedure, housing, social insurance etc. as well as about the professors and study subjects in the five departments, one of which is "Wirtschaft" (Business Science and Economics).

Besides there is a "Guide for Exchange Students" (2 pages) made by the "Akademisches Auslandsamt" with special advice for foreign students.

2. *Housing*

At the FH Wilhelmshaven there are 240 places in a Studentenwohnheim (one or two places in an apartment); just a few places are held for exchange students, who should write their application six months in advance - costs between 130 and 200 Euro per month must be paid in advance for one semester.

3. *Exam Regulations*

At FH Wilhelmshaven the academic year is divided into two semesters. Usually exams are held at the end of each semester; some subjects also include homework as exam. Most subjects are offered twice a year, but the IB&M-program will need some special offers which will only take place in one of the two semesters. Resits will normally only be possible for those subjects, in which exams are taken at the end of the first semester.

4. *Options*

The number and titles of the options are not fixed. Anyway it is recommended that a student should spend a whole year at Wilhelmshaven, for this will give more flexibility concerning the offers in each semester.

5. *Semester Dates*

The Autumn Semester usually starts about 20.9. and ends at the end of January. The Spring Semester starts at 1.3. and ends at the beginning of July (about 10.7).

6. *Available Courses*

IB&M Subjects	Fachhochschule Wilhelmshaven Courses	ECTS
<i>Core Subjects:</i>		
International Business Strategy and Organisation	Internationales Management A	4
Cross Cultural Management and International Human Resource Management	Personalwesen, Führung und Organisation C Interkulturelles Management	9 5
International Marketing, Public Relations and Business Communication	Internationales Management B Informations- und Reservierungssysteme	4 4
International Finance and Controlling	Finanzmanagement C	9

<i>Options:</i>		ECTS
Public Finance and International Trade, including Economics	Volkwirtschaftslehre IV	4
International Business Law	Wirtschaftsprivatrecht im Tourismus	5
Operational Management	Betriebswirtschaftslehre II	6
Area Studies	Tourismus- und Kulturgeographie	4
Language and Culture	English French Spanish	

7. *Names of Lecturers teaching IB&M-Subjects*

<i>Intern. Business Strat.. and Organ.</i>	Prof. Dr. Urban
Cross Cultural Management and HRM	Prof. Dr. Helms, Prof. Dr. Reinmann
International Marketing	Prof. Dr. Urban, Prof. Dr. Kull
International Finance and Contr.	Prof. Dr. Amann, Prof. Dr. Heno

Wegweiser für Gaststudenten/Guide for exchange students

Um den Bürokratische Hürdenlauf, der regelmäßig am Anfang jedes Auslandsaufenthaltes stattfindet, gelassen entgegensehen zu können, sollten Sie unbedingt folgende Vorbereitungen bereits zu Hause treffen:

1. Einreiseformalitäten

Ausweispapiere auf ihre gültigkeitsdauer prüfen. Ausländische Gaststudenten, die nicht Staatsangehörige eines EG-Staates sind, sollten sie bei der zuständigen deutschen Auslandsvertretung (Konsulat, Botschaft) nach den geltenden Einreisebestimmungen erkundigen.

2. Versicherungsschutz

E-111 Formulare ausfüllen. Dabei handelt es sich um ein europaeinheitliches Formular, das jeder Student im Heimatland bei seiner gesetzlichen Krankenversicherung erhält und im dem bestätigt wird, daß der Student im Heimatland krankenversichert ist. Man sollte darauf achten, daß die Bestätigung in jedem Fall den gesamten Zeitraum des geplanten Auslandsaufenthaltes abdeckt oder eine Neuregelung rechtzeitig im Heimatland beantragt wird.

Besteht bei Studenten aus der EU keine Mitgliedschaft in einer gesetzlichen Krankenversicherung, so ist eine Bescheinigung der jeweiligen (privaten) Krankenversicherungsschutzes erforderlich.

Für ausländische Gaststudenten aus Nicht- EU- Staaten kommt regelmäßig nur der Abschluß einer gesetzlichen Krankenversicherung in Deutschland in Betracht. Diese Versicherung kann nach der Immatrikulation vom Gaststudierenden selbst bei einer Versicherung abgeschlossen werden. Bitte beachten Sie, daß damit lediglich vom Tag der Immatrikulation and ein Krankenversicherungsschutz gewährleistet ist.

3. Einschreibung als Gaststudent/in

Vorlesungsbeginn

Wintersemester: 20.09

Sommersemester: 01.03

Für die Einschreibung als Gaststudent/in sind mitzubringen:

- Immatrikulationsbescheinigungen der Heimathochschule und internationalen Studentenausweis (wenn vorhanden) mitbringen.
- ERASMUS-Studienbescheinigung, wenn vorhanden

- Kopie des Passes vorbereiten
- letztes Hochschulzeugnis oder Hochschulzugangszugzeugnis
- Lebenslauf (tabellarisch, lückenlos)
- 105,20 Euro Sozialbeiträge (Zahlung berechtigt auch zur Nutzung des öffentlichen Nahverkehrs zu besonders günstigen Konditionen)
- das unter Punkt 2. geführte E 111-Formular

Wichtig

Die Immatrikulation an der Fachhochschule Wilhelmshaven erfolgt nur befristet, für die Dauer des Austauschprogramms. Ein unbefristetes Studium ist durch die Immatrikulation als Programmstudent nicht möglich.

Wenn Sie sich für ein Weiterstudium interessieren, setzen Sie sich bitte frühzeitig mit dem Immatrikulationsamt in Verbindung. Die Evaluierung der Zeugnisse nimmt im Regelfall einige Monate in Anspruch.

4. Bewerbung um einen Platz im Studentenwohnheim

Wenn Sie sich um einen Wohnheimplatz bewerben möchten, wenden Sie sich bitte online an das Studentenwerk (www.studentenwerk-oldenburg.de/wohnen/aufnahmeantrag_whv.html), da die Zahl der Bewerber stets grösser ist, als die Zahl der zur Verfügung stehende Plätze. Das Auslandsamt wird Ihnen dann die Papiere umgehend zuleiten. Die Gesamtkosten über die ganze Aufenthaltsdauer müssen zu Beginn bezahlt werden. Die Preise richten sich nach der Zimmergröße

5. Meldung bei der Ausländerbehörde

Alle Ausländer, auch EU-Bürger müssen sich innerhalb von drei Monaten nach ihrer Einreise beim Ausländeramt melden.

Ausländeramt

City-Haus

Tel: 16-0

Öffnungszeiten: Mo-Fr 08.30-12.30

Di, Mi, 14.00-15.00

Do 14.00-17.00

Es sind vor zu legen:

- Gültiger Reisepass bzw. Personalausweis bei EU-Bürgern
 - 2 Passfotos
 - ein Nachweis über die gesicherte Finanzierung des Aufenthaltes*
 - ERASMUS- oder Stipendienbescheinigung (soweit vorhanden)
 - der Nachweis über ihre Krankenversicherung für die Zeit Ihres Aufenthaltes an der Fachhochschule Wilhelmshaven
 - ein Antrag auf Erteilung der Aufenthaltserlaubnis. Die Formulare sind im Ausländeramt erhältlich und können dort ausgefüllt werden.
 - Immatrikulationsbescheinigung der Fachhochschule Wilhelmshaven
- Für den Nachweis gegenüber dem Ausländeramt reicht aber z.B. nicht schon die Bescheinigung der ERASMUS-Beihilfe aus, da diese meist unter dem üblichen Satz von 400 Euro pro Monat liegt. Es ist daher - soweit nicht ein sonstiges Stipendium nachweisbar bezogen wird oder der Student/die Studentin über ein eigenes Vermögen verfügt - eine Bestätigung der Eltern vorzulegen, dass der Student über einen Geldbetrag verfügt, der die Kosten eines Auslandsaufenthaltes deckt. Die Bescheinigung kann eigenhändig geschrieben sein, muss aber von den Eltern unterschrieben sein. Die Unterschrift muss z.B. durch eine Behörde oder einen Notar beglaubigt sein.

Formulierungsvorschlag:

"Wir bestätigen, daß wir unsere Tochter/ unser Sohn (Name) während der gesamten Dauer ihres/seines Studienaufenthaltes in Wilhelmshaven (von... bis....) finanziell unterstützen und wir sowohl die Kosten für diesen Auslandsaufenthalt als auch für die Krankenkasse tragen." (Unterschriften)

6. Einwohnermeldeamt

Nachdem Sie sich im Ausländeramt angemeldet haben, müssen Sie sich noch beim Einwohnermeldeamt anmelden. Das Amt ist im gleichen Haus untergebracht. Sie benötigen zur Anmeldung einen gültigen Reisepass.

Vergessen Sie nicht, sich nach Ablauf Ihres Aufenthaltes dort wieder abzumelden.

4. NHL-University of Applied Sciences Leeuwarden, The Netherlands

1. The institution

The NHL-University Leeuwarden is a university of professional education in the north of the Netherlands with about 9800 students and approx. 1000 staff members. Our main location is Leeuwarden, a city rich in history and the capital of the province of Friesland. The Noordelijke Hogeschool Leeuwarden consists of 4 semi-independent institutes: Business and Management Studies, Education, Technology and Health Care. Degrees vary from Maritime Engineering to Public Management, from Marketing to Visual Arts. All full-time programmes take four years of study. The first two years provide both basic skills and a fairly broad knowledge of a particular field of study, the third year usually involves practical training and specialisation in a certain field, while the fourth year often consists of a final assignment in an organisation and a final paper.

The Noordelijke Hogeschool Leeuwarden is located in different buildings, the main ones being the Bouhof, a modern building on the outskirts of Leeuwarden, and a block of buildings near the centre of Leeuwarden and close to the railway and bus station.

Address:

NHL-University Leeuwarden
Tesselschadestraat 12
8913 HB Leeuwarden
The Netherlands
Tel: + 31 58 2961234/419
Fax: + 31 58 2150125

2. Enrolment procedure

At NHL, there is an ECTS information package called "ECTS guide for Exchange Students, Noordelijke Hogeschool Leeuwarden University of Professional Education 2005-2006" with information on all subjects taught in English at the Institutes for Business and Management Studies for foreign students. The IB&M or International Co-ordinator should have a copy on file, otherwise we will send you one on request. Our regular Application Form is enclosed with the brochure and can be filled in by IB&M students as well. On the application form and the learning agreement it should say "IB&M student". Then the student should copy the original, fax it to us first, then mail it to us. They should keep a copy themselves for their own records. When this form is faxed to us before 1 June for a place in the Autumn Semester or before 1 November for a place in the Spring Semester the student will be properly enrolled at NHL. If a student applies after these deadlines, NHL cannot guarantee a place in the IB&M Programme in Leeuwarden or accommodation.

At least two weeks before students arrive they will receive our Welcome Guide on the address they have filled in on the Application Form. Our welcome guide is called "Student's Guide - International Class" and it appears twice a year: one for the Autumn Semester, and the other one for the Spring Semester. It contains the latest information for our foreign guest students, such as "Don't forget to take with you!", Arrival, Introduction Week, the Academic Calendar, Book-fund, several formalities and where to go for what.

Applications should go to:

I. Ten Hoorn, Office to the International Class
Institute for Business Studies
Tesselschadestraat 12
8913 HB Leeuwarden
The Netherlands

Tel: +31 58 2961423

Fax: +31 58 2961471

3. Housing

In Leeuwarden rooms have been reserved for students from abroad in our so-called Student Project. This is a situation where an international student lives in a apartment or house together with four to six other foreign students. These houses are located in the city of Leeuwarden. When all places in the student project have been occupied, we have always managed to find proper private accommodation in time at a relatively close distance from our institution. On the application form for the International Class you can also apply for accomodation. The sooner you apply, the more chance you have of being placed. The average rent is € 330. Since we have to reserve these rooms for at least a semester, you are obliged to commit yourself to paying the rent for 5 months (in a semester) or 10 months (in a year).

For more detailed information on student accommodation in Leeuwarden, please contact Student Housing Leeuwarden (Stichting Studenten Huisvesting Leeuwarden):

tel +31-58-2336001.

4. Semester dates

The Academic Year always starts in the week of 1 September. The first semester ends around the end of January, The second semester starts in the beginning of February and the academic year for international students around the end of June. The start of the lectures is preceded by an introduction week for the international students, in which they get to know the institution, the lecturers, the city and the social life of Leeuwarden.

5. Exam regulations

At NHL the academic year is divided into two semesters or six blocks, i.e. three blocks per semester. For certain subjects there are exams after one or two blocks already, but usually there are exams at the end of each semester. The NHL Student's Guide supplies more details on rules and regulations which are in force during written exams, which all participating students are supposed to have read. As far as resits are concerned: a student who failed an exam can take it again at the end of the following semester. At NHL all exams can in principle be taken twice a year. However, on request certain resits can be taken at an earlier stage, in consultation with the lecturer in question. In exceptional cases, resits may also be taken at the student's home institution. In this case, the student in question asks his home IB&M or International Co-ordinator to put in a request for a resit to the IB&M or International Co-ordinator of the host institution. Then these co-ordinators at the home and host institution decide on a day and time when the student is to take the resit, properly invigilated under the responsibility of the home institution.

6. Available courses and options

IB&M Subjects	NHL courses	ects
International Business Strategy and Organisation	International Business Strategy Business Organisation	5 5
Cross Cultural Management & International HRM	Cross Cultural Management International HRM	5 5
International Marketing, PR & Business Communication	International Marketing PR & Business Communication	5 5
International Finance & Controlling	International Finance and Controlling	10
International Economics	International Economics	5

International Business Law	European Law	5
	International Contract Law	5
Language and Culture	Dutch Language and Culture I	5
	Dutch Language and Culture II	5
	Business English (Intermediate, Advanced)	3-5
	Business German (Intermediate, Advanced)	3-5
	Business French (Intermediate, Advanced)	3-5
	Spanish (Beginners)	3-5
		3-5
Operational Management	Operations Management	5
Area Studies	Area Studies	5
Non Specific Options	Management Accounting	5
	Marketing Management	5
	Industrial Organisation	5
	Treasury Management	5
	Management Skills	1
	Intercultural skills	Varies
	Information Management	5

!! A great part of the modules is taught in the form of a theme: a number of modules is then integrated into a large project in which the student works on a specific aspect of business life, combining theory and practical application.

The themes for 2002-2003 are: Strategy (Period 1, semester 1), The international Enterprise (Period 2 and 3, semester 1), Operational Processes for the International Market (Period 4 and 5, semester 2), Area Studies/PR-Communication (Period 6, semester 2). See for the description of the themes the ECTS guide 2002-2003.

7. Degree information

On demand NHL shall endeavour to do research into possibilities for offering the Dutch Bachelor's degree (Bsc.), in regular Dutch the HEAO-Diploma (= Hoger Economisch en Administratief Onderwijs), to successful IB&M graduates. When paying the one year full-time tuition fee (approx. € 1400), we can certainly grant our degree to students. Yet, we still have to look into ways where IB&M students can obtain this degree without paying for it.

Important addresses

IB&M coordinator:

Drs. F.A.J.Langhout

e-mail:f.a.j.langhout@ecma.nhl.nl

Institute for Business and Management Studies

NHL-University Leeuwarden

Tesselschadestraat 12

8913 HB Leeuwarden

Tel: +31 58 2961405

Fax: +31 58 2150125

International Office:

Ms. Moniek Dijkema



NHL-University Leeuwarden
Tesselschadestraat 12
8913 HB Leeuwarden
The Netherlands
Tel: +31 58 2961883
Fax: +31 58 2961299
e-mail: internationaloffice@nhl.nl

More information on the Internet

<http://www.nhl.nl>

Institute for Business and Management Studies
NHL-University Leeuwarden
Tesselschadestraat 12
8913 HB Leeuwarden
Tel: +31 58 2961405
Fax: +31 58 2150125



(Photograph)
2 pictures

STUDENT APPLICATION FORM

Academic year 200.. /200..

Semester 1 Semester 2 Full Year

Field of study:.....

This application should be completed in BLACK in order to be easily copied and /or telefaxed

SENDING INSTITUTION
 Name and full address:.....

 Departmental coordinator - name, telephone and telefax numbers, e-mail box:

 Institutional coordinator - name, telephone and telefax numbers, e-mail box:

STUDENT'S PERSONAL DATA
 (to be completed by the student applying)

Family name:..... First name(s):.....
 Date of birth:.....
 Sex:.....Nationality:.....
 Place of birth:.....
 Current address:.....Permanent address (if different):.....

 Current address is valid until:.....
 Tel:..... Tel:.....
 Passport number:.....

Briefly state the reasons why you wish to study abroad?



Name of student:

Sending institution: Country:.....

LANGUAGE COMPETENCE

Mother tongue: Language of instruction at home institution

Other languages	I am currently studying to follow lectures		I have sufficient knowledge to follow lectures if I had some extra preparation		I would have sufficient knowledge to attend lectures	
	YES	NO	YES	NO	YES	NO
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

Type of work experience	Firm/organisation	Dates	Country
.....
.....

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying:.....

Number of higher education study years prior to departure abroad:.....

Have studied abroad previously? Yes No

If yes, when? At which institution?.....

ACCOMODATION (as arranged for Business Students)

I would like to have a room in an apartment / house with other students in the Student Project

If the Student Project is full I would like NHL to reserve private accomodation in Leeuwarden for me

Do you smoke? Yes No

If you have any further remarks that are important for your stay here (e.g. allergies, diets, your religion), please write them down below:

.....

.....

.....

Attention: Please send a photocopy of your passport along with the application form

DECLARATION

Please sign this declaration after studying it carefully.

I herewith declare that if I get a place to study at NHL-University Leeuwarden for one semester or one academic year, I will use the room which Noordelijke Hogeschool Leeuwarden offers me under the terms of the Student Project for 5 months in the case of one semester and for 10 months in the case of an academic year, while paying the ruling rent, including gas, water and electricity. Thus I explicitly commit myself to take part in the semester or year of study I indicated. I will insure myself against the risks of exceptional circumstances - such as illness or accidents - so that Noordelijke Hogeschool Leeuwarden can rest assured about my paying the rent during these months.

Furthermore I declare that I will comply with the household regulations as they are stated in the student's guide.

Student's signature

.....

SENDING INSTITUTION

This institution will strive after a maximum acknowledgement of the credits that

..... (name student) will earn at NHL-University Leeuwarden in his/her semester or year of study there.

Departmental Coordinator's signature:

.....

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application and the proposed learning agreement.

The above-mentioned student is

- provisionally accepted at our institution
 not accepted at our institution

Departmental coordinator's signature

.....

.....

Date:.....

NHL-University Leeuwarden
 Institute for Business Studies
 Fonteinland 7
 8913 CZ LEEUWARDEN
 The Netherlands

5. Oslo University College - Oslo - Norway

OSLO UNIVERSITY COLLEGE

Faculty of Business, Public Administration and Social Work School of Business

1. The Institution

Oslo University College is the the largest university college and the fourth largest institution of higher education in Norway. It has about 10000 students and 900 staff members. It has seven faculties, one of which is the Faculty of Business, Public Administration and Social Work. Of the 1,300 students at this faculty, around 400 study at the School of Business.

Campus address for the School of Business:

Pilestredet 56 (150-200m north of the main campus, **Bislet**, in Pilestredet 40-52)

2. Enrolment Procedure

For information about the courses taught in English at the School of Business, see <http://www.hio.no/content/view/full/4909>.

When you apply, use the ERASMUS **application form** and send it to the School of Business within **1st May**.

The following material should also be submitted:

- Transcript of completed business courses
- Completed Learning Agreement
- English Proficiency Test

A good command of English is required of all students attending the School of Business. Exchange students and other international students who are not native speakers of English, must document their proficiency in English by taking one of the following tests:

- TOEFL - Test of English as a Foreign Language (minimum score of 500 (paper-based) or 170 (computer-based))
- IELTS - International English Language Testing Service (minimum score 6.0).
- A two-hour English test produced by Oslo University College. Students may sit for this test at their home university on condition that satisfactory invigilation is provided.

3. Housing

On request, rooms will be reserved for students in halls of residence through the Student Welfare Organization (OAS). However, many students must accept private accommodation.

To be guaranteed a room in Oslo students must inform the International Office within **1 May** by filling in the **student accommodation form** and return it to us.

Six weeks before arrival at the latest students must pay a deposit of NOK 3000. Please fill in the **Refund Form for Deposit** and return it to us together with the **receipt** of payment.

4. Semester Dates

At Oslo University College the academic year is divided into two semesters - autumn and spring - August/December and January/June. In general the autumn semester at Oslo University College starts around 15 August, the spring semester the second week of January.

5. Exam Regulation

Final written examinations are in December and in May.

There are opportunities for resits in February for exams failed/missed in December and in August for exams failed/missed in May. If necessary, the School of Business will fax exam papers to students who want to take their resit exams at their home institutions.

6. Available Courses and Options

IB&M Core Subjects at Oslo University College: ECTS Credits:

	<u>ECTS Credits:</u>	<u>Lecturers:</u>
Strategic Analysis	10	Fred Støren
International Marketing	10	Siv Marina Karlsen
International Finance	10	Ivar Bredesen

Optional Subjects at Oslo University College:

	<u>ECTS Credits:</u>	<u>Lecturers:</u>
Int. Legal Relations (incl. EU Law)	10	Alf.-Johan Hofsløtt
International Economics	10	Ivar Bredesen
International Negotiations	10	Bredesen / Hartnet
Organisation Development and Project Management	5	Magid Al-Araki
Leadership and Personnel Responsibility	5	Magid Al-Araki
English I or II	10	Wangness/Rodgers
Norwegian	5	Ellen Hirsch

7. Important Addresses

International Coordinator at the School of Business:

Ellen Hirsch
Oslo University College
School of Business
Postboks 4, St. Olavs Plass
N – 0130 OSLO
NORWAY
Telephone: +47 22 45 36 69
Fax: +47 22 45 36 00
E-mail: Ellen.Hirsch@oks.hioslo.no

Institutional Coordinator/SOCRATES Coordinator:

Morten Kielland

Oslo University College, the International Office

Postboks 4, St. Olavs Plass

N – 0130 OSLO

Telephone: +47 22 45 20 91

Fax: +47 22 45 20 05

E-mail: Morten.Kielland@adm.hio.no

Executive Officer:

Tonje Bugge

Oslo University College, the International Office

Postboks 4, St. Olavs Plass

N – 0130 OSLO

Telephone: + 47 22 45 28 25

Fax: + 47 22 45

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

STUDENT APPLICATION FORM

(Photograph)

ACADEMIC YEAR 2006/2007

FIELD OF STUDY:

This application should be completed in BLACK in order to be easily copied and/or telefaxed.

<p>SENDING INSTITUTION Name and full address: Department coordinator - name, telephone and telefax numbers, e-mail box Institutional coordinator - name, telephone and telefax numbers, e-mail box</p>

STUDENT'S PERSONAL DATA
(to be completed by the student applying)

<p>Family name: Date of birth: Sex:Nationality:..... Place of Birth: Current address: Current address is valid until: E-Mail: Tel.:</p>	<p>First name (s): Permanent address (if different): Tel.:</p>
--	--

<p>Briefly state the reasons why you wish to study abroad </p>
--

LANGUAGE COMPETENCE

Mother tongue: Language of instruction at home institution (if different):
.....

Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	yes	no	yes	no	yes	No
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying:

Number of higher education study years prior to departure abroad:
.....

Have you already been studying abroad? Yes No

If Yes, when ? at which institution?

Date and signature of student:

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's Transcript of records.

The above-mentioned student is provisionally accepted at our institution
 not accepted at our institution

Departmental coordinator's signature: Institutional coordinator's signature:

Date: Date:

LEARNING AGREEMENT

ACADEMIC YEAR 2006/2007 - FIELD OF STUDY :.....

Name of student:

Sending institution:
..... Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution:
..... Country:

Course unit code (if any)	Course unit title	Number of ECTS credits
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Student's signature
..... Date:

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator's signature Institutional coordinator's signature
.....

Date: Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature Institutional coordinator's signature
.....

Date:

Date:

Name of student:

 Sending institution:
 Country:

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT

(to be filled in ONLY if appropriate)

Course unit code (if any)	Course unit title	Deleted Course unit	Added Course unit	Number of ECTS credits
·	·	<input type="checkbox"/>	<input type="checkbox"/>
·	·	<input type="checkbox"/>	<input type="checkbox"/>
·	·	<input type="checkbox"/>	<input type="checkbox"/>
·	·	<input type="checkbox"/>	<input type="checkbox"/>

Student's signature Date:

SENDING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature
 Date: Date:

RECEIVING INSTITUTION

We confirm by the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature

.....
Date: Date:

Application for student accommodation (room request)

Oslo University College has a limited amount of student rooms available to exchange students, and will give priority to those who have sent in the application form in due time.

- The rent for rooms is between 2500-3500 NOK/month for single rooms. In some cases you will have to accept a double room/share a room. We cannot guarantee the price-range, but will of course apply for the cheapest option, unless otherwise is stated.
- The contract periods start from the first day of the month of the arrival/ alternatively the 15th. The rent always has to be paid for entire months. There are **two months notice** on all changes, also cancellations.
- The request for a room reservation must reach us 1st of May before starting the autumn exchange period, and November the 1st for spring exchange period. If the reservation is cancelled/changed later then five weeks before contract period starts, the rent for 1 month must be paid.
- Rooms are equipped with essential furniture. The bed has a duvet, but bed linen (sheets) is not provided. Kitchen and bathrooms are shared with other students.
- Keys can be picked up in Pilestredet 40 international office, weekdays from 0900-1500. *Students should therefor avoid arriving on weekends and evenings when planning their stay at Oslo University College.* Alternatively you can contact your co-ordinator at Oslo University College.
- The distribution of student houses takes place 2-3 weeks prior to contract period, and no information can be given about location before that time. Rooms are allotted in the beginning of the arrival month.

Name:		Birthdate:	Photo:
Address:		Gender:	
E-mail:		Mobile-Phone:	
Arrival date	Departure date		

I confirm that I have accepted the conditions for a room reservation

.....
Signature

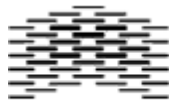
Department of Study	Home University/College
---------------------	-------------------------

7.1.1. Faculty

7.1.2.

(Signature international co-ordinator Oslo University College)

Fax form to +47 2245 2825



To new exchange students at Oslo University College

Room at student residences - deposit information

We will reserve a room for you at one of our student residences.

Monthly rent is between NOK 2500-3500 (depending on the room and residence).

Before you arrive, you need to pay a deposit of NOK 3000,- .

This should be paid, at the latest, 1st of June for the autumn term, and 1st of December for the spring term.

This will guarantee you a room.

The deposit will be returned to you upon departure, provided you have cleaned your room and paid all bills.

The information you need when you pay from abroad is:

NOK 3000,- is to be paid to:

Høgskolen i Oslo

PB.4 St. Olavs Plass

0130 OSLO

Norway

Bank acct. no.: 8276.01.00133

Bank information:

Sparebanken NOR

Union Bank of Norway

Pb 1172 Sentrum

0107 OSLO

Swift / BIC: UBNONOKK

IBAN: NO26 8276 0100 133

IMPORTANT: mark the invoice with

your name and **"Depositum husleie studentutveksling "** and **"2443"**.

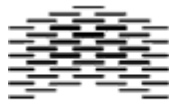
Remember to send a copy of the receipt to us together with the "accommodation application form" and the "Refund form for deposit".

Please fill in enclosed form.

Best regards,

Tonje Bugge

Executive officer, HiO



REFUND FORM FOR DEPOSIT :

Name:
Address:
Code+City:
Country:
E-mail:
Bank account:
SWIFT/BIC/IBAN Code:
Bank:
Address of Bank:
Code+City:
Country:

IT IS IMPERATIVE THAT ALL INFORMATION IS FILLED IN CORRECTLY, ESPECIALLY THE SWIFT/BIC/IBAN CODE, OTHERWISE WE CANNOT RETURN YOUR DEPOSIT.

PLEASE USE CAPITAL LETTERS.

Please return this form together with a copy of the receipt for deposit paid, and the "accommodation application form".

Please hand this form over to:

Høgskolen i Oslo

Tonje Bugge

International Office

PB 4 St. Olavs Plass

0130 Oslo

tlf: +47 22 45 30 69,

fax: +47 22 45 28 25

or

e-mail: tonje.bugge@adm.hio.no



6. Universitat de Valencia – Valencia – Spain

Universitat de València. Facultat de Economia (Spain)

1. The Institution

The University of Valencia (Universitat de València) is almost 500 years old. It consists of approximately 60,000 students and 2,300 members of teaching staff who make up the 75 university departments belonging to the field of social sciences, biomedical, human, experimental or formal sciences.

The Faculty of Economy (Facultat de Economia) is one of the centres included in the social sciences field. It is a new centre, resulting from the merger of the former Escola Universitària d'Estudis Empresarials (with a long tradition as it has been in operation from around 1850) and the Facultat de Ciències Econòmiques i Empresarials. The study courses offered at the Faculty of Economy are either 3 or 5-year degrees, which are divided into two semesters. Once a degree has been completed, the student is presented with a Diploma qualification, which is perfectly adequate for any professional practise.

The Faculty of Economy is located in the campus for social sciences: Campus Los Naranjos. It is in the north-east part of the city, well connected with the city centre through bus service and with the tram (Avenida Los Naranjos, 46022 Valencia).

2. Enrolment procedure

Students wishing to come as Socrates/Erasmus students should fill in the application form given by their International Co-ordinator and send it back to us by fax, mail or e-mail. A sample of the form is shown in the last page of this description.

As soon as we receive the form, we send the students or the co-ordinator letters of acceptance as well as other useful information. When students arrive in Valencia they get more information, such as timetables and a registration form. They have two weeks to check if their initial learning agreement is all right, and after that they hand their registration form fully filled to our international secretary.

3. Housing

The University of Valencia has its own Halls of Residence (the "C.M. Luis Vives" and "C.M. Rector Peset), which have around 150 places for students and 25 places for lecturers each. The approximate monthly cost, for full board, is around 500-600 Euros per month.

It is common for students from other cities to use an alternative accommodation system, which consists in renting a flat shared by several people. Through the Vice-chancellor of students, the University of Valencia has begun to take steps to meet the demand for accommodation in flats, by means of renting flats in which one or two foreign students will live with two or three Spanish students. At all events, students soon become used to announcing the rooms they have to rent/find on the various notice boards of the study centres.

Therefore there are two types of accommodation:

- Halls of Residence: the price varies between 500 and 600 Euros/month and includes three meals. The places must be reserved quite far in advance as demand is high.



- Sharing a flat with other students: the price varies from 100 to 250 Euros/month, not including water, electricity and gas bills. A deposit is usually paid which tends to be equivalent to 1 month's rent.

If you choose the first accommodation option, we would like to remind you that it is essential to reserve your place several months in advance. Here is a list of the Halls of Residence:

HALL OF RESIDENCE	ADDRESS	TELEPHONE NUMBER
C.M. Luis Vives	Avda. Blasco Ibañez, 23	00-34-96-386 41 90
C.M. Rector Peset	Pza. Horno San Nicolás, 4	00-34-96-316 60 00
Galileo Galilei	Avda. Los Naranjos, s/nº	00-34-96-355 08 00
Albalat	Avda. Primado Reig, 167	00-34-96-361 03 08
Ausias March	Avda. Cataluña, 30	00-34-96-369 46 00
Juan XXIII	C/ Pintor Ricardo Verde, 7	00-34-96-360 41 31
La Alameda	Micer Mascó, 29	00-34-96-369 16 12
La Asunción	Avda. Primado Reig, 108	00-34-96-369 46 00
La Concepción	Avda. Suecia, 23	00-34-96-369 14 58
La Paz	Avda. Puerto, 69	00-34-96-369 01 52
María Reparadora	C/ Gobernador Viejo, 21	00-34-96-331 83 00
San Francisco Javier	Avda. Blasco Ibañez, 55	00-34-96-369 58 54

In the event of choosing the second accommodation option, we recommend that, on their arrival, students stay in one "hostal" (cheap hotel), like the ones indicated below (recommended by former Erasmus students), and that they look for long term accommodation afterwards:

Hostal del Rincón
C/ Cardá, 11
46001 Valencia
Tel.: +34-96-391 60 83 / 79 98

Hostal del Pilar
Plaza Mercado, 19
46001 Valencia
Tel.: +34-96-391 66 00

Tips to find private accommodation (second option):

A private agency, ARIEN CONSULTORES offers some flats around 120 and 150 € for each person and month included general expenses but not water, light, etc.

ARIEN CONSULTORES

c/ Almazora 70 Bajo Derecha

46010 VALENCIA

Tel: 34-963603958

Fax: 34-963603958

Office hours: 9'30 a 13'30 and 16'30 a 19'30.

Another private agency, PICOMVAL, helps you to find a flat or a room on a flat of different rates and qualities

PICOMVAL

c/ Fray Junípero Serra 71 2-8

46014 VALENCIA

Tel: 34+963587015

Fax: 34+963170281

e-mail: picomval@picomval.com

There is an agency, ONLINE PROPERTIES that offers you to book rooms or flats on line before arriving to Valencia. They send you by internet all the information about it. If you are interested in you can read the next web page:

www.onlineproperties.org

e-mail: comercial@onlineproperties.org



Another agency UNIVERSITY WORLD, offers you flats and other alternative services as receiving you at the airport or mobile phones
www.university-world.net
e-mail: info@university-world.net

The CADE service of the Universitat de València provides also some lists of shared flats offered by other university students.

CADE
Avda Blasco Ibañez 13
46010 VALENCIA
Tel: 34-963864040
Fax:34-963864827

Accommodation information can be found in weekly newspapers (Trajín, Baúl, etc) available from newsagent's, and on the colleges or schools' notice-boards.

More info about accommodation:

http://sestud.uv.es/ects/i/i_alojamiento.doc
<http://www.uv.es/dise/en/living.html>

4. Semester dates

Each year the Governing Body approves the academic schedule at the beginning of the academic year. Each academic year, the teaching hours are divided into 2 four-month periods and lectures come to an end towards beginning of June.

The first semester begins by end September and finishes towards the end of January, the exams being held during the first two weeks of February. For those students who didn't pass their exams, there is another opportunity to resit the failed exams at the end of the second semester.

The second four-month period begins towards mid February and finishes mid June, the exams being held during the month of June and the first few days of July. The second opportunity for examinations (resits) for the modules offered in this second semester is in September.

In Valencia there are three holiday periods of one or two weeks: Christmas (from 22 December to 7 January), 'Fallas' (from 15 to 19 March) and Easter (the dates vary from year to year).

5. Exam regulations

Each module has its own way of examination. Usually the theoretical part is evaluated through a written exam, and in the practical part there are other methods, such as writing reports, presentations or coursework, or also an exam.

The examinations take place during a 3 or 4 weeks period after each semester. As far as resits are concerned: a student who failed an exam can take it again at the end of the following semester. All exams can in principle be taken twice a year. However, on request certain resits can be taken at an earlier stage, in consultation with the lecturer in question. Resits may also be taken at the student's home institution. In this case, the student in question asks his/her home International Co-ordinator to put in a request for a resit to the host International Co-ordinator. Then these co-ordinators at the home and host institution decide on a day and time when the student is to take the resit, properly invigilated under the responsibility of the home institution.



6. Available courses and options

IB & M Subjects	Modules in Valencia	Credits
CORE SUBJECTS		
Cross-Cultural Management & International Human Resource Management	- Diseño Organizativo y RR.HH. (1 st sem.) - Trabajo dirigido por el Dr. Roberto Luna (1 st or 2 nd sem.)	6 4
International Business Strategy & Organisation	- Fundamentos de Dirección Estratégica (1 st sem) - Dirección de Empresas II (1 st sem)	6 6
International Marketing, PR & Business Communication	- Fundamentos de Marketing Internacional (2 nd sem) - Técnicas de Venta y de Promoción (1 st sem.)	6 6
International Finance & Controlling	- Gestión Financiera Internacional de la Empresa (1 st and 2 nd sem)	6
OPTIONAL SUBJECTS		
International Economics	- Economía Mundial (1 st sem)	6
Operations Management	- Dirección de la Producción (1 st sem)	6
International Business Law	- Derecho del Comercio Internacional (1 st or 2 nd sem)	6
Area Studies	- Dirección de Empresas Multinacionales (1 st sem)	6
Business English (beginners)	- Inglés Empresarial (2 nd sem)	6
Business French (beginners)	- Francés Empresarial (1 st sem)	6
Spanish for Foreigners	- Español para extranjeros (1 st or 2 nd sem.)	5

The credits for each course is related to the number of teaching hours. Each credit means 10 teaching hours, so one course with 6 credits means that there are 60 lectures during the whole semester. One semester is supposed to have 15 weeks, so this means that a course with 6 credits has 4 hours lectures per week. A student is supposed to take about 30 credits per semester.

Apart from the IB&M courses, students can choose from the rest of the subjects offered in the ECTS Information Package if they wish to do so (e.g. Foreign Trade, Economics of the EU, Product & Price Strategy, Quality Management,... More info in <http://sestud.uv.es/ects/>).

7. Degree information

A Spanish student needs to pass 184 credits, from which 117 are established by both the Ministry of Education and the University, and after that they get a Diploma for a three-year degree called "Diplomatura en Ciencias Empresariales". If a foreign student wishes to get that diploma, he/she has to fulfill the same requirements. In order to do so, a Validation Committee studies the subjects done previously by the foreign student at his/her home university and validates contents and credits. This Committee is very strict and compares very closely every subject with its correspondent index, and its similarity to the Spanish one. The compulsory validation fee is 25% of the tuition fee; students should pay this percentage in order to have previous studies at their home institution validated (aprox. 200 Euros).



8. Important addresses

- More information on Internet:

<http://www.uv.es/economia>

<http://sestud.uv.es/ects/>

<http://www.uv.es/~relint/>

<http://www.uv.es/dise/en/>

- International Office:

Avda. Los Naranjos, s/n
Facultad de Economía, E01
46022 Valencia (SPAIN)

tel.: 00 34 96 382 85 41

fax: 00 34 96 382 85 42

e-mail: int-of.economia@uv.es

- Socrates Departamental Co-ordinator:

Delfina Soria
Vice Dean of Foreign Affairs

- IB&M Co-ordinator:

Manuela Pardo del Val
Avda. Los Naranjos, s/n
Facultad de Economía, 1B12
46022 Valencia (SPAIN)

tel.: 00 34 96 382 83 12 ext. 21654

fax: 00 34 96 382 85 42

e-mail: Manoli.Pardo@uv.es

- Socrates Central Services at the University:

Oficina Erasmus
Avda. Blasco Ibáñez, 13
46010 Valencia (SPAIN)

tel.: 00 34 96 386 48 02

fax: 00 34 96 386 41 17

e-mail: Relaciones.Internacionales@uv.es



Facultat d'Economia

PREINSCRIPCIÓN CURSO 200.../..... / PRE-REGISTRATION YEAR 200.../.....

Universidad de origen / *Sending Institution:*

Centro / *Department:*

Coordinador / *Coordinator:* :

Tel: Fax: e-mail:

Nombre del estudiante / *Name of the student:* _____

Lugar y fecha de nacimiento / *Place and date of birth:* _____

DNI / *Pass:* _____ Nº teléfono / *Telephone number:* _____

Domicilio / *Address:* _____

Sexo / *Sex:* mujer / *female* hombre / *male*

Período de estancia en Valencia / *Period of study at Valencia:*

año completo / *full academic year*

IB&M

si/yes no

primer semestre / *semester 1*

segundo semestre / *semester 2*

Envía por correo o fax la ficha rellena a la dirección indicada / *Send by mail or fax your completed form to the address below:*

Facultad de Economía

Oficina Internacional

Avda. Los Naranjos s/n

46022 Valencia (Spain)

tel. +34 96 382 85 41

fax: +34 96 382 85 42

e-mail: int-of.economia@uv.es

DEADLINES: 1st semester: 30 June - 2nd semester: 15 December