

## Master International Business Management

### Factsheet on semester abroad (§ 14 SPO)

In the master's program "International Business Management", a mandatory semester abroad is planned for the second semester (summer semester).

#### Application for the semester abroad:

**Prerequisite** for admission to the semester abroad is the registration for all module examinations of the first semester.

The following partner universities are available for the semester abroad:

1. Turkish - German University (TGU), Istanbul/Turkey (5 places)
2. Czech University of Life Sciences (CZU), Prague/Czech Republic (3 places)
3. University of Cagliari (UNICA), Cagliari/Italy (3 places)
4. Tartu Ülikool; Tartu/Estonia (2 places)
5. Cracow University of Economics, Kraków /Poland (2 places)
6. Universidade do Minho, Braga/Portugal (1 place)
7. University of the Littoral Opal Coast, Dunkerque/France (2 places)

The formal application, stating three prioritized partner universities, must be submitted in the online portal of the **International Office** up to and **including October 12, 2023 (September 28, 2023 for Universidade do Minho)** (<https://www.hsbi.de/internationales/wege-ins-ausland-outgoings/bewerbungsverfahren>). A letter of motivation for the preferred university must be submitted. A double degree is possible with the TGU, the CZU and the UNICA. Double degree students also go through a selection interview. The International Office will inform you by e-mail no later than **October 14** for which university you have been nominated.

For your subsequent application to the nominated **partner university**, you may need a transcript of records, a language certificate, a copy of your passport, bank statement, etc. For more information on the application deadlines and documents, please refer to the relevant university website:

1. Turkish - German University (Application/enrolment deadline: March 3, 2024)  
<http://oidb.tau.edu.tr/de/yurtdisi-kabul>
2. Czech University of Life Sciences (Application deadline: November 15, 2023)  
<https://www.czu.cz/en/r-9190-international-relations/r-9287-international-mobility-erasmus/r-9312-incoming-students/r-13098-deadlines>
3. University of Cagliari (Application deadline: November 1, 2023)  
[https://www.unica.it/unica/en/ateneo\\_s04\\_ss020\\_sss09.page](https://www.unica.it/unica/en/ateneo_s04_ss020_sss09.page)

4. Tartu Ülikool (Application deadline: November 1, 2023)  
<https://www.ut.ee/en/prospective-students/exchange-students>
5. Cracow University of Economics (Application deadline: November 30, 2023)  
<https://bpz.uek.krakow.pl/studenci-przyjezdajacy.html?language=en>
6. Universidade do Minho (Application deadline: September 30, 2023)  
<https://alunos.uminho.pt/EN/incomingstudents/Pages/ProcedimentosCandidaturas.aspx>
7. University of the Littoral Opal Coast, Dunkerque/France (October 26, 2023): <https://www.univ-littoral.fr/en/coming-to-ulco-to-study/with-erasmus-or-an-exchange-program/>

Depending on the university, the letter of acceptance from the partner university goes directly to you or, in an intermediate step, first to the International Office, from where it will be forwarded to you.

### After receiving the letter of acceptance from the partner university::

A Learning Agreement must be made between HSBI and the student. You can find the appropriate form for this in the download center of the degree program or in the ILIAS course (Lernkatalog - Wirtschaft und Gesundheit - Bereich Wirtschaft - Semesterübergreifende Kurse) under "Mitteilungen der Studiengangsleitung MA IBM". This Learning Agreement can be used for the PROMOS (scholarship) application. The agreed Learning Agreement is to be signed by Ms. Karaoglu.

In the case of Erasmus funding, an (Online) Learning Agreement must also be concluded. Felix Kramer advises on this.

At the end of December or beginning of January, you will receive confirmation of your upcoming semester abroad from the partner university. You should then start organizing your flight, accommodation, etc. independently.

### Before the start of the semester:

It should be noted that the lectures start at different times depending on the partner university:

1. Turkish-German University, Istanbul/Turkey: early/mid February
2. Czech University of Life Sciences, Prague/Czech Republic: early/mid February
3. University of Cagliari, Cagliari/Italy: late February
4. Tartu Ülikool; Tartu/Estonia: early February
5. Cracow University of Economics; Kraków /Poland: mid February
6. Universidade do Minho, Braga/Portugal: mid February
7. University of the Littoral Opal Coast, Dunkerque/France: end of January!!!!

### During the semester abroad:

Immediately upon arrival, please check whether you can attend all courses as listed in the Learning Agreement. **Changes to the Learning Agreement** during the semester abroad must be emailed to Ms. Karaoglu **immediately**, who will then confirm the changes to you.

### After the semester abroad - back at HSBI:

Specific cases:

- If your **Learning Agreement** changed during the semester abroad, Ms. Karaoglu must sign it after you return to HSBI.
- If it was **not possible to acquire 30 ECTS** during the semester abroad, arrange alternative module examinations with the **head of the degree program** to catch up on the missing ECTS.

The last step is the **recognition of the modules and the conversion of your grades** from abroad into the grading system of HSBI. To do this, you must submit the "Anerkennung Noten" (=Acceptance of Grades) form (to be found: see LA) and the Transcript of Records to Ms. Ass. jur. Nermin Karaoglu by e-mail, who will convert the grades and, if necessary, the credit and forward the documents to the student service so that the grades can be entered into the LSF.

### Contact:

**Head of degree program:** Prof. Dr. Manuel Stegemann, Room B 425, Tel.: +49.521.106-70971, [manuel.stegemann@hsbi.de](mailto:manuel.stegemann@hsbi.de)

**Learning Agreement and conversion of grades:** Ass. jur. Nermin Karaoglu, Room B 329, Tel.: +49.521.106-4840, [nermin.koekluece@hsbi.de](mailto:nermin.koekluece@hsbi.de)

**Application for the semester abroad:** Felix Kraemer, Room A 227, Tel.: +49.521.106-70877, [felix.kraemer@hsbi.de](mailto:felix.kraemer@hsbi.de)

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