Dear Student,

Thank you for your application and your interest in studying at HSBA Hamburg School of Business Administration. We are delighted to welcome you as an international exchange or degree student at our university.

Getting ready to study abroad is by all means exciting; and we are happy to assist you before and after you are departing for Germany. Please find below a list of information that shall help you to organise your study abroad period. Thus, we would like to make sure that the preparations for this important step in your life will run smoothly.

Should you have any further questions please visit our website or get in touch with the team of the International Office.

Welcome to HSBA!

Anna Beek
Deputy Head of International Office

Iris Heine
International Project Manager

Minh Nguyen
Incomings Service

Questions? Please do not hesitate to contact our International Office Team!
HSBA is the University for Business in Hamburg. It is our mission to support companies in qualifying their employees and recruiting promising talents who want to study our internationally-oriented dual Bachelor’s and part-time Master’s degree programmes. It is our aim to deliver excellent education programmes to students of all career levels regardless of their financial background. We are convinced that commitment, respectability and innovative thinking are the basis for success in business.

As a state-recognized third-level institution, HSBA offers Bachelor’s and Master’s degrees in business for more than 900 students. We have around 250 cooperating companies, which are actively involved in designing and developing our courses in order to ensure that they are constantly aligned with business needs. This means that HSBA graduates are perfectly prepared for the requirements of the industry and have excellent career opportunities.

In line with the concept of life-long learning, HSBA’s portfolio includes offerings that range from the initial course of studies, which can lead on directly from the Fachabitur or Abitur (equivalent to A-level) school-leaving certificates, to Master’s programmes and cooperative doctorates as well as executive education for professionals with many years of experience in the field. With events and conferences for the business community as well as the activities of our Digital Innovation Lab, we have created a platform for fruitful exchanges between students, science and business. With this approach, we want to strengthen the competitiveness of Hamburg based companies in the age of digital transformation.

All of HSBA’s study programmes and training offerings follow the principle of duality, meaning that they can be carried out as a dual or part-time degree.

The basic principle of duality is based on using the exchange between the two places of learning, i.e. the university and the company, to equip students with academic and practical professional skills at the same time. This method has been in use in Germany for decades as part of the system of dual professional training, and is seen as an important reason behind the success of the German economy.

Inspired by this idea, HSBA’s dual Bachelor’s degrees combine a practice-based business degree with simultaneous and systematic in-company training.

The dual system does not apply to exchange students. Due to the existence of an A- and B-Track, exchange students can take their first term in Track A and their second term in Track B, and vice versa. Students should therefore be aware that each term consists of a different student body. Also, when choosing courses from different semesters and study programmes, students will be integrated in different classes.

High-quality education for specialists and executives, applied research and consulting round off HSBA’s offering.

Excellent ranking results, the course accreditations by the FIBAA as well as the institutional accreditation by the German Council of Science and Humanities testify to the high quality of our university.

HSBA is strongly influenced by the model of the honourable merchant, whose entrepreneurial dealings lead to success in business and who also assumes social responsibility. Consequently, HSBA summarises its actions under the motto of Excellence – Commitment – Fairness. Our Values. Your Success.
**BEFORE YOU ARRIVE**

**Application to HSBA**
If you are interested in studying at HSBA as an exchange student, please contact the International Office at your home institution. After you have been accepted as an exchange student we will provide you with our application documents, which must be returned to the HSBA exchange coordinator together with the relevant documents.

Once we have received and processed your application form you will receive a letter of acceptance by email. Please make sure you keep this document as you will need it on the day of registration at HSBA, and you may need it to apply for a visa, if applicable.

If you must withdraw from the exchange programme it is highly important that you advise our International Office immediately (see p. 3 for contact details).

**Health Insurance**
To study in Germany you must have health insurance. Students from EU countries, Norway, Iceland, Switzerland and Liechtenstein are asked to present the European Health Insurance Card (EHIC) or form E 128/E 111, which can be obtained at the local branch of your Health Insurance Provider.

Please check DAAD’s information on health insurance. In some cases, private health insurance policies from other countries will be recognised in Germany. If this is the case, you need a letter of confirmation that you are exempted from compulsory insurance in the statutory health insurance fund.

In any case it is advisable to check in advance with your home insurer what benefits it will pay in Germany. Foreign insurance funds or companies do not always cover all the costs that occur here. If this is the case, you may end up having to pay any additional costs yourself.

Therefore, we strongly recommend to insure yourself with a German statutory health insurance carrier. The contributions for students currently amount to as much as 110 Euro per month.

Students over the age of 30 can no longer get statutory health insurance at the favourable student rate. Also, for students outside of Europe a statutory health insurance may be more expensive. For these students, private health insurance is a good option.

You can find detailed information on the Hamburg Welcome Portal.
Visas  
Please contact the relevant German representative offices abroad in order to find out whether you need a visa and/or a residence permit for your studies in Germany. The staff will also provide you with information concerning the required documents and papers for a visa application.

We strongly advise to apply for visa early in advance. We will provide you with an official invitation letter to support your application. In case you have not received a confirmation within 8 weeks of application, we suggest that you contact us.

Find your German representative offices abroad.

Accommodation  
HSBA does not offer university accommodation. Hence, it is very important that you start looking for a place to live as early as possible. In a popular university city such as Hamburg, affordable rooms and flats are quickly snapped up. However, it is common in Germany that students rent out their flats shortly before the start of the renting period. Also, mostly you are invited to an interview with the current flatmates. It is therefore recommended that you try to arrive in Hamburg one or two weeks prior to your exchange semester if you are looking for a shared flat. Information on accommodation is also available on our website. To find a place, you can check the following opportunities for more information:

- Europa-Kolleg Hamburg – Institute for European Integration: Located in a pretty and green area of Hamburg, Europa-Kolleg Hamburg offers furnished rooms and apartments to guests from all over the world. Please refer to their website for further information and an online application form.

Public University Housing for Short-Term Rent: Students from private universities such as HSBA are not entitled to apply for regular rent at one of the public universities’ student housings at the Studierendenwerk Hamburg. Instead they may apply as guest students for short-term rent, provided there are vacancies available. Please note that vacancies will be announced only a few months/weeks prior to the start of the renting period.

Others: Hamburg also has other properties managed by non-profit and denominational organisations. Please send your application directly to the residence address stated and consult the individual administrating institutions for information on the admission process. Please visit Studierendenwerk Hamburg online for a list of possible accommodations.

Private Residence Halls: Please check the website from Students Lodge, Smartments Students and Stuart Apartments for more information.

(Shared) Flats in the Private Sector: The internet is a great way to find a room in a shared flat, known in Germany as a Wohngemeinschaft – or WG in short.

Several people live together in a flat they have rented privately. Usually everyone has their own room, while the kitchen and bathroom are shared. The rent and the bills for telephone, Internet, electricity, gas and water are shared. This makes living in a shared flat cheaper than living alone.

You can find WG rooms and private flats online at:

- www.wg-gesucht.de
- www.studenten-wg.de
- www.homestay-in-hamburg.de (staying with host families)
- www.immobilienscout24.de
- www.9flats.com
- www.airbnb.de/

Generally, you will have to pay a deposit to your landlord or landlady when you sign the rent contract. This can amount to as much as 3 months’ rent (without bills) and will be repaid when you move out (if there is no damage). Important: Do not agree to pay a deposit unless you have signed a contract with the renter.

In addition, HSBA International Office and the International Committee can put you in contact with exchange or international degree students currently studying at HSBA. You may also post your add on our Facebook groups.

Cost of Living in Hamburg  
Obviously your living expenses will depend very much on your expectations. The following is a rule of thumb:

- Rent: very much depends on your demands. You should calculate around 350 - 650€ per month (bills included).
- Health insurance: 110€
- Public transport: 40€ - 75€ (depending on the zones)
- Telephone, internet, radio and television: 50€
- Food and drinks: 170€
- Clothes: 60€
- TV licence: 5€
- Health insurance: 110€
- Milk: 10€
- Clothing: 50€
- Clothing: 50€

Students who present their student ID cards frequently get discounts on railcards and tickets for the cinema, museum or theatre. Asking for student discounts is definitely worthwhile.

Buddy Programme  
Our buddy programme pairs international students with current HSBA students who provide the friendly face, helping hand and first Hamburg friendship for new arrivals. Buddy partners can also offer linguistic support, cultural guidance and information about life in the wonderful City of Hamburg. Please contact our International Committee at int.committee@myhsba.de, if you are interested in having an HSBA Buddy.

Useful Links  
Information about Germany’s Federal Foreign Office (Auswärtiges Amt) on studying in Germany.

Detailed information about living in Germany can be found on the German Academic Exchange Service’s (DAAD) website.
IN HAMBURG

About Hamburg
There’s something about Hamburg. Maybe it is the maritime flair of the city in the North of Germany. Every day, lots of tourists mill through the area between the Alster and Elbe rivers. Germany’s second-largest city has 1.8 million inhabitants, and every year around 80,000 people make this young and vibrant city their new home.

As a seaport, Hamburg is an important location for logistics and foreign trade as well as a leading financial centre in Germany. It is also home to many advertising and multimedia agencies, media companies and cultural institutions.

In addition, Hamburg is synonymous with aircraft and vehicle construction, is an important location for the health sector and has a well-developed basic industry. This mix of economic potential and a good quality of life makes Hamburg one of Europe’s most dynamic business regions.

Explore the city: the banks of the Alster is a meeting point for those who like to sail or jog, while the banks of Elbe provide the perfect setting for long strails, and the city park is where all of Hamburg converges in the summertime for picnics. You can also enjoy a beer in the up-and-coming Schanze neighbourhood, a café au lait in the Hafen-City or champagne in Blankenese. It is not without reason that Hamburg is repeatedly cited as one the best cities to live in.

The high quality of life is also due to the fact that Hamburg is one of the safest cities in the world.

In an unrivalled location just three minutes walk from the Rathaus (city hall), our students study directly in the heart of this vibrant city.

A good overview of what is going on in the city is given at www.hamburg-tourism.com.

Registration with the City of Hamburg
Within two weeks upon arrival you must report to the registration authority. You need to bring your passport, a rent contract, “Wohnungsgeberbescheinigung” and money for the registration fee.

Alternatively, international students can get their first residence permit and their first registration of residence at the Hamburg Welcome Center by prior arrangement. Further information can be found on the Hamburg Welcome Center’s website.

The Hamburg Welcome Center is located conveniently opposite HSBA. Please notice that there will be a waiting period of approx. 8 weeks. Therefore we advise you to make an arrangement prior to your arrival in Hamburg.

Residence Permits
Most foreign students – except nationals of EU and EEA countries (Norway, Iceland & Liechtenstein) – must, after arriving in Germany and having reported to the registration authority, go to the foreigners authority (Ausländerbehörde) in Hamburg to apply for a residence permit for the purpose of studying.

As a rule you will be asked to produce the following documents:

- Your confirmation of registration issued by the registration authority
- A certificate of registration from the HSBA
- Rent contract
- Proof of sufficient financial resources – if not already verified when the visa was issued
- Proof of sufficient health insurance
- Valid passport
- A biometric passport-sized picture
- Money to pay the residence permit fee

Opening a Bank Account
It is advisable to open a current bank account (Girokonto) once you have arrived in Germany as payments such as rent, telephone bills etc. are carried out via bank transfers, direct debits or standing orders.

Many banks in Germany offer free-of-charge current accounts for students. To get such an account you have to present your passport, your proof of registration with the City of Hamburg and a matriculation certificate to the bank.

Many banks have branches located in walking distance to our City Campus.

Getting Around
Hamburg has a good public transportation system, which allows you to live comfortably without a car. As an HSBA student you are entitled to a discount on your monthly ticket. Take a passport-sized photograph and your HVV public transport pass, which you will receive upon registration, to one of the HVV service centres to get your monthly ticket at a reduced price.

Find your closest HVV service centre.

Mobile Phones
The conditions and services for mobile phones differ from one network provider to the other as far as purchase costs, pre-paid or monthly charges, and free phone numbers or special rates are concerned.

Pre-paid cards can be purchased in many corner shops, vending machines, supermarkets and mobile phone shops.

Phone Numbers for Emergencies
110 = Police
112 = Ambulance and Fire Service

Local/Country Codes
+49 – country code for Germany
+49 (0)40 – local code for Hamburg

IN HAMBURG

Everyday Life

IN HAMBURG

Everyday Life

IN HAMBURG

Everyday Life
Public Holidays in Hamburg 2020

1 January: New Year’s Day
10 April: Good Friday
12 April: Easter
13 April: Easter Monday
1 May: Labour Day
21 May: Ascension Day
30 May: Whitsun
1 June: Whit Monday
3 October: Day of German Unity
31 October: Reformation Day
25 December: Christmas Day
26 December: St. Stephen's Day

Medical Care

Please always carry your health insurance card with you in case of emergency.

General practitioners nearby HSBA (selection):
Dr. med. Urte Pöhlmann
Ferdinandstr. 6
Phone: +49 (0) 40 336171
Dr. med. Martin Winfried Staudt
Ferdinandstr. 6
Phone: +49 (0) 40 336171
Dr. med. Christina Verena Sander
Ballindamm 9
Phone: +49 (0) 40 4302662

Dentists nearby HSBA (selection):
Dr. Ergün Orcun
Neuer Wall 36,
Phone: +49 (0) 40 352015
Dr. Birgit Vinkelau
Rathausmarkt 19,
Phone: +49 (0) 40 364688

Emergency practice:
Notfallpraxis Altona
Stresemannstraße 54
22769 Hamburg
Phone: +49 (0) 40 228022

Electricity

All electrical outlet points are designed for 220 volt, 50 HZ, AC and two-prong plugs. You may bring your own adapter, if necessary, or bring one here.

Weather & Clothing

In Germany we have four different seasons: Spring (Mar-May), Summer (Jun-Aug), Autumn (Sep-Nov) and Winter (Dec-Feb). Winters are generally rainy and temperatures range between -10°C and 5°C, during Summer time expect temperatures between 18°C and 30°C. In Autumn and Spring, average temperatures are between 5°C - 20°C. Rainfall is not unlikely in all periods, so we recommend bringing appropriate clothes as well as wet weather gear.

Tipping

Tipping is not expected, but it is recommended to give tips of 10% or round off if you receive (very) good service. In Germany you do not leave your tip on the table, but hand it over to the waiter/waitress when paying the bill.

Shopping

There are plenty of shopping opportunities in the surrounding area of HSBA such as the Europa-Passage and the Perle Hamburg (shopping malls) or the Mönckebergstrasse. Other areas where you find small shops and boutiques include Sternschanze (called “Schanze” in Hamburg), Ottensen, Altona or Eimsbüttel.

Food

Hamburg is an international city with a great variety on American, Asian, African, Italian food and – of course – traditional Hamburg and German cuisine. Many places offer vegetarian dishes and selected ones also halal meat.
1.8 Million citizens

2,500 Bridges: More than Venice & Amsterdam together

1,583 Sunshine hours throughout the year

International Evening by PIASTA
PIASTA is a service of the International Department of the University of Hamburg. Their goal is an active exchange between German and international students. They invite students from all universities to their intercultural PIASTA evening.

ESN Network*
You may also take part in the events organised by the ESN network TU Hamburg-Harburg as well as the events organised for international students at HafenCity University.

Internships*
Students may apply for a placement after/prior to/during their stay in Hamburg in one of our cooperation companies or in companies who have links to or branches in the student’s home country. Lists of our partner companies can be found on our website under “Network”. Kindly note that most companies require some knowledge of German. Please note: Placements have to be organised individually and are not provided by HSBA.

There is no entitlement to an internship and success of potential applications cannot be guaranteed by HSBA.

* Information for exchange students

Smoking, Drinking and Going Out
Germany is famous for its beers – with good reasons. Besides the bigger brands you can try locally brewed beer at many restaurants or bars. Most bars also offer a wide range of tasty wines, cocktails and non-alcoholic drinks.

There are plenty of going-out options, especially in the Schanzenviertel and St. Pauli. Smoking is not allowed in restaurants and bars, if not stated otherwise. The legal drinking age for beer and wine is 16, and 18 for spirits. Drinking alcohol in public is common as well as legal. The possession of open containers of alcohol and drinking in public (park, street etc.) is legal for people of the respective legal drinking age. However, in Hamburg it is forbidden to carry glasses or bottles in the Reeperbahn area as well as on public transport.

Safety
Hamburg is one of the safest cities one can find in Europe. But as you would in any city, be aware of (late night) drunks, especially on the weekends on the U- and S-Bahn, or on days where one of Hamburg’s football teams play. Keep your bag, money and personal belongings close to you at all times.

Hamburg is a very open city and prostitution is legal in Germany. Therefore do not be surprised when you enter the Reeperbahn area or the area near the main station to see numerous sex shops and prostitutes. If for any reasons you feel uncomfortable, then trust your gut and leave.

Leisure Activities and Travel Outside of Hamburg
There are many activities and places in and around Hamburg waiting for you, such as museums, parks, boat trips on the Elbe, canoeing on the Alster lake, and also trips outside of Hamburg to Lübeck or the Baltic Sea which are only a one-hour rides by train.

Recreational Sports Programme
You can participate in sporting events and courses offered at the University of Hamburg. As a student of HSBA you can obtain a student card for 50€, valid from October till March or April to September.
International Office
The International Office is your main contact point for questions regarding your exchange semester, e.g. ERASMUS documents, HSBA courses, German language courses etc. We have an open door policy, so you may come by whenever you are free to do so. Alternatively, if you prefer to make an appointment, please write a short email.

General Information*
For all general enquiries such as IT, the HSBA copy machine, our libraries or public transport in Hamburg, you may consult our HSBA Service Office on the 5th floor. Phone: +49 (0)40 36138-700.

Registration at HSBA*
All exchange students must register formally at the start of the study period in order to confirm their place on their modules of choice, and to gain access to HSBA facilities such as the library. Please present your letter of acceptance upon registration. Registration will take place in the Service Office. It is located on the 5th floor in room 515.

In order to register you must provide a health insurance policy to cover your medical bills during the time of your stay in Germany. Please make sure that the policy is issued in either English or German. Other languages will not be accepted.

During the introduction week you will receive your student ID, a matriculation certificate, and your login-data for HSBA’s computer clusters. Additionally, you will receive an HVV public transport pass granting you monthly tickets at a reduced price.

If your German or home address changes, please inform the Service Office as soon as possible.

Courses*
All undergraduate courses at HSBA are generally open for exchange students. All courses for the current and upcoming academic year can be found on our website.

Maritime and Logistics Management are taught entirely in English, and its core courses are equivalent to those in the Business Administration programme.

Exchange students should be aware that when choosing courses from different study programmes and different years, they may overlap. Schedules will be available approximately two weeks before arrival. For courses from Maritime, Logistics and Media Management & Communication, some prerequisites may be required. Instructions on how to set up your schedule will be given via email.

Master students wanting to do an exchange at HSBA may join our M.Sc. elective modules in Finance, Marketing or Entrepreneurship and a course in HR & Leadership each year from January to March/April (subject to availability). For more details, please contact us or your International Office at home.

Missing Classes*
All students are required to attend class, except in the case of illness or other serious circumstance. Missing class due to leisure or social reasons cannot be accepted. Your lecturers will mark attendance for each class and this forms part of your module record. Exchange students are not on the official attendance list due to administrational reasons, but are asked to add their names to it from the first day of class.

If you are ill, please inform the lecturer via email and talk to the Service Office about the medical certificate you will have to submit.

Exams*
Most exams for exchange students are written exams. In some cases when a work is required to be done within the students’ companies (project work, practical experience report), exchange students will be given an alternative assessment such as an essay or an oral exam. This also applies for courses of which exchange students only cover one part.

Exchange students will automatically be registered for exams. Please note that there is a deadline for registration.

In case you do not pass any of your exams, you may retake your exam three months after the first exam date. You may do so either at HSBA or at your home university. For more information please contact our International Office.

Grades and Transcript of Records*
Grades will be published via your HSBA Teams account approx. 5 – 6 weeks after the last day of the exam. For the exact dates please see the examination schedules available in HSBA Teams – only accessible for enrolled students. Your final transcript of records will be sent to your home university once the HSBA Examination Office has received all your results from the lecturers (6 – 8 weeks after the last day of the exam week).

Please note that no results will be given by phone or email.

Library
HSBA students have access to Hamburg Chamber of Commerce’s Commerzbibliothek which is located across the street from our City Campus. The Commerzbibliothek is one of the oldest and biggest libraries of Economics in the world.

Additionally, the Commerzbibliothek has a branch inside HSBA’s university building where students can find all the recommended literature for their modules.

* Information for exchange students
In addition, both exchange and international degree-seeking students may benefit from a 20% discount at HSBA’s cooperating partner Colón language school. Please note: When registering with Colón, please provide your HSBA student card, and you will receive the 20% discount (excluding the online booking discount) for German language courses and a 10% discount for other languages.

German Language Course
To really immerse into the German culture, we recommend our international students to learn the German language. HSBA offers two free of cost German language courses on level A1.2 according to the EFRL that will build on one another. Please note that some basics in German are required to attend the courses, therefore we recommend learning some German before coming to Hamburg. The courses start in the third week of October and January. They are open for both international exchange and degree-seeking students. Teaching material has to be acquired by the students.

Computers & Internet
Upon registration you will be given your login-data for HSBA’s computer clusters. If you have your own laptop it would be well worth bringing it. Please make sure your laptop is covered by your own private insurance, and bring a laptop lock to protect it from theft. A wireless connection in the entire HSBA building is available.

Directions
HSBA’s city campus is located right in Hamburg’s vibrant city centre:
HSBA Hamburg School of Business Administration
Alter Wall 38
20457 Hamburg
By rapid transit, underground or bus:
■ Rapid transit to “Stadthausbrücke” S1/S3
■ Underground to “Jungfernstieg” U1/U2/U4
■ Underground to “Rödingsmarkt” U3
■ Bus to “Rathausmarkt”:
  Metrobus 3/4/5/6
  Express Bus (“Schnellbus”) 31/34/35/36/37
By train:
Hamburg Central Station (“Hauptbahnhof”) 15 minutes by foot via Spitalerstraße/Mönckebergstraße
Car parking:
■ Car park Bleichenhof
■ Car park Deutsch-Japanisches Handelszentrum
■ Car park Europapassage
■ Car park Gertrudenhof
■ Car park Hanseviertel
Parking in the area is very limited. We encourage you to visit HSBA using public transport.

HSBA International Student Committee/Other Committees
Looking for a Buddy, friends or just some advice regarding your stay in Hamburg? Our International Committee will be happy to help! You may also join them yourself and look after international students.

You can also join one of the other committees at HSBA such as the trade fair team, the event or the music committee. All committees can be found here.

Getting Around at HSBA

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Alter Wall 38
20457 Hamburg
By rapid transit, underground or bus:
■ Rapid transit to “Stadthausbrücke” S1/S3
■ Underground to “Jungfernstieg” U1/U2/U4
■ Underground to “Rödingsmarkt” U3
■ Bus to “Rathausmarkt”:
  Metrobus 3/4/5/6
  Express Bus (“Schnellbus”) 31/34/35/36/37
By train:
Hamburg Central Station (“Hauptbahnhof”) 15 minutes by foot via Spitalerstraße/Mönckebergstraße
Car parking:
■ Car park Bleichenhof
■ Car park Deutsch-Japanisches Handelszentrum
■ Car park Europapassage
■ Car park Gertrudenhof
■ Car park Hanseviertel
Parking in the area is very limited. We encourage you to visit HSBA using public transport.
HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

HSBA is the Business School in Hamburg. It is our mission to support companies in qualifying their employees and recruiting promising talents who want to study our internationally-oriented dual Bachelor’s and part-time Master’s degree programmes. It is our aim to deliver excellent education programmes to students of all career levels regardless of their financial background. We are convinced that commitment, respectability and innovative thinking are the basis for success in business. For this, we provide the necessary competencies. Currently, HSBA is the academic partner for more than 1,000 students and 250 cooperating companies. Together with our Executive Education offering, applied research and the SQUARE HSBA Innovation Hub, we actively strengthen the competitiveness of Hamburg based companies in the age of digital transformation.

Dual Bachelor’s Degrees
BSc Business Administration
BSc Business Informatics
BSc International Management
BSc Logistics Management
BSc Maritime Management
BSc Media Management & Communication

Part-time Bachelor’s Degree
BA Versicherungsmanagement

Master’s Programmes
MSc Business Development
MSc Digital Transformation & Sustainability
MSc Finance
MSc Global Management & Governance
MSc Real Estate & Leadership
MBA Corporate Management
Executive MBA (EMBA)

Other Offers
Executive Education
Applied Research
Cooperative Doctoral Programme (PhD / DBA)
Digital Toolbox

Our Values. Your Success.