

## **Hochschule Bochum**

University of Applied Sciences

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<http://www.hochschule-bochum.de>

<http://www.hochschule-bochum.de/fbw/>

<http://www.hochschule-bochum.de/fbw/personen/>

Homepage of Hochschule

Faculty of Business

Lecturers / Staff

<http://www.hochschule-bochum.de/fbw/international/infosincoming.html>

Information for international and  
partner university students

## **Portrayal**

The "Hochschule Bochum", founded in 1972, is a modern university of applied sciences, specialising in technology and business. Its long tradition of offering fast-track, student-centred vocational degree courses which enjoy close links to industrial and other organisations in the region of the central Ruhrgebiet (Ruhr district) gives the Hochschule Bochum the edge.

The "Hochschule Bochum", recruiting its teaching staff directly from industry, has built and maintains a close partnership with the worlds of business and work. This relationship has resulted in research partnerships, joint development projects and opportunities for students.

Today the six faculties, architecture, structural engineering, electrical engineering, mechanical engineering, geodesy and business offer numerous courses of study.

Actually, only the Department of Business is participating in the ECTS programme with the course of study "Wirtschaft".

Partner companies often act as the inspiration for applied research and development work at the "Hochschule Bochum", raising questions and problems which act as the focus for student dissertation work. Our students actively participate in industrial research and problem-solving.

A number of awards are donated by prestigious companies from the region (Deutsche Bank, HDI, Johann Phillipps, Opel, Siemens-Nixdorf, Stadtparfümerie Pieper, Steilmann, Karstadt, Ostermann, VEBA Immobilien) for outstanding student achievement. For many award-winning students, this proven track record of innovation is the key to successful job hunting.

The "Hochschule Bochum" commitment to combining personal growth and innovation is part of the 'Hochschulinitiative Praxisverbund', an experiment in combining traditional teaching methods with hands-on industrial experience. This features:

- a practical study semester co-ordinated by the lecturers.
- a sandwich period integrating work and study in a company (BIS - Business Studies Sandwich course)
- the combined study-training mechatronics course

## **Partner institutions**

In many areas of business, increasing international co-operation has led to new demands on employees. The "Hochschule Bochum" is committed to preparing its graduates to cope with increasing globalisation as well as being open to the ideas and experiences of the international community in teaching, research and administration. Building on its extensive range of contacts in Europe, the Americas and Asia, the "Hochschule Bochum" is developing a portfolio of international courses of study. Student exchanges with the partner institutions of the "Hochschule Bochum" are an essential aspect of a graduate's international education.

The partner institutions of the "Hochschule Bochum" are:

China	School of Management and Economics Beijing Institute of Technology, Peking
France	Université Blaise Pascal (Clermont-Ferrand II) Ecole Supérieure de Commerce, Rennes Université du Maine, Le Mans Université Montpellier 1 Ecole d'Architecture de Nantes Université de Poitiers Université de Tours Université de Nice / Sophia Antipolis
Ireland	University College, Galway
Italy	Università degli Studi della Calabria, Rende
Netherlands	Hogeschool Midden-Brabant, Tilburg
Poland	Olzstyn University of Agriculture and Technology Uniwersytet Wroclawski
Romania	Academia de Studii Economice, Bucharest Universitatea Transilvania, Brasov
Russia	Rostov State University, Rostov-on-Don Udmurt State University, Izhevsk
Singapore	Ngee Ann Polytechnic
Spain	Universidade de Vigo
Turkey	Istanbul University
United Kingdom	Manchester Metropolitan University Sheffield Hallam University South Bank University, London Staffordshire University (Stoke-on-Trent) University of Wolverhampton
United States	Virginia Polytechnic Institute and State University, Blacksburg Grand Canyon University, Phoenix / Arizona Pfeiffer University, Charlotte / North Carolina

Bochum (population: approximately 400,000), is located in the heart of the Ruhr district, one of the largest and most important urban and industrial areas of Europe.

Bochum boasts a wide range of cultural and leisure facilities, offering a quality standard of living. It hosts 5 theatres, 12 museums, the 'Ruhrland Halle' (a congress centre), Andrew Lloyd Webber's famous 'Starlight Express' musical, a soccer stadium, the 'Ruhr-Park' shopping centre (largest in- and outdoor shopping mall in Germany), and many other amenities.

On Lennerhofstrasse, in the city's Green Belt, the "Hochschule Bochum" can be reached easily by public transport and motorway. It benefits from its close proximity to a technology centre in the Ruhr-University area. The Faculty of Business formerly located in the Ruhr-University itself, is now located in a new building at Lennerhofstrasse.

## **Application**

Admission to the "Hochschule Bochum" is normally made on the secondary school leaving certificate or higher education entrance qualification. Holders of this certificate or qualification have completed a minimum of 12 years of education, starting from the age of 6.

In addition, the completion of a vocational pre-study practical or a proof of adequate work experience is necessary. An admission limitation (the so-called 'Numerus Clausus') may however prevent direct admission. The 'Zentralstelle für die Vergabe von Studienplätzen (ZVS)' will provide further information on request. Please write to the following address:

ZVS  
D-44128 Dortmund  
Germany

Foreign students from countries of the European Union, Iceland, Norway and Switzerland can be admitted under the same conditions as local students. Their qualification must be officially recognised before they apply. Prospective students from a non-German speaking country must take the German language proficiency test ('Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber'). Exemption is possible in various cases. For further information on admissions please contact the German Academic Exchange Service for a free copy of the brochure 'Studying in Germany: Information for foreign students on the Hochschulen':

Deutscher Akademischer Austauschdienst (DAAD)  
Kennedyalle 50  
D-53175 Bonn  
Germany

All applicants from other countries will apply directly to the "Hochschule Bochum".

## **Procedures for Exchange Students**

International exchange students, within the SOCRATES/ERASMUS network or enrolled at institutions of higher education participating in the ECTS programme, are not subject to the above mentioned admissions requirements.

Those universities that have signed according (bilateral) SOCRATES/ERASMUS agreements will provide special application forms and all other documentation.

Students planning an exchange within the ECTS programme must send the

- Learning Agreement (copy)
- Transcript of Records (copy)

to the ECTS co-ordinator of the Fachbereich Wirtschaft before arriving at the "Hochschule Bochum".

Upon arrival at the "Hochschule Bochum" students must provide the following to the 'Studierendensekretariat' (Registration/Enrolment Office):

- Valid passport or equivalent document
- 3 passport-sized photographs
- Student identity card from the university of origin and/or document certifying enrolment at the university of origin
- Application Form (provided by your ECTS co-ordinator [see sample in annex])
- Health insurance, Form E-111 (copy)

## **Entry and residence regulations**

In order to enter the Federal Republic of Germany legally as a foreign student or a study applicant a residence permit visa for study purposes issued by the diplomatic or by a consular representation of the Federal Republic of Germany in your country of origin and entered into your passport is requested.

This regulation does **not** apply to students and study applicants from EU countries, Honduras, Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland, and the United States of America.

Students or study applicants from foreign countries should always contact German diplomatic or consular representations to get information concerning the visa necessary.

The following documentation is needed in order to obtain a visa for study purposes:

- valid passport
- secondary school leaving certificate recognised in Germany
- proof of sufficient financial funds
- notification of admission from a German Fachhochschule or university or applicant confirmation, which confirms that the full set of required application documents has been received by a German Fachhochschule or university

If a student has not been able to contact the German Fachhochschule or university from his/her home country, the student applicant visa will be provided with an initial opportunity to enter Germany without formal application or admission. In this case, the student applicant has three months to inform himself/herself to inform about study

opportunities in Germany and to fulfil any conditions which are still required for application or for acceptance to a study programme, and then the residence permit will be extended without first having to leave the country.

Students and student applicants are advised to assess their financial resources realistically, because the German visa issuing authorities request sufficient financial funds to cover the cost of living for the whole study duration. This amounts to at least € 600 per month. The chapter on expenses will give a breakdown of the cost of living.

### **Travel to "Hochschule Bochum"**

The "Hochschule Bochum" can be easily reached by both individual and public transportation.

#### **Air traffic:**

Next airports are 'Dortmund' and 'Düsseldorf International' which are connected to major cities world-wide by numerous airlines.

##### **Dortmund airport**

From Dortmund, take bus number SB 47 to the 'Hauptbahnhof' (central railway station) and transfer to a train or 'S-Bahn' (S1 or S21) to 'Bochum Hauptbahnhof'. There you have to transfer again to the underground (U35) into the direction of the 'Ruhr-Universität'. Use station 'Lennershof' to reach the main building of the "Hochschule Bochum". Follow the according signs (5 minute walk).

##### **Düsseldorf International Airport**

The 'Düsseldorf International' airport has its own railway station. Use the 'S-Bahn' (S1 or S21) into the direction of Dortmund. You have to transfer at 'Bochum Hauptbahnhof' (central railway station) to the underground (U35) into the direction of the 'Ruhr-Universität'. Use station 'Lennershof' to reach the main building of the "Hochschule Bochum". Follow the according signs (5 minute walk).

#### **Railway:**

Choose 'Bochum Hauptbahnhof' (central railway station) as your destination. From the Hauptbahnhof, take the underground (U35) into the direction of the 'Ruhr-Universität'. Use station 'Lennershof' to reach the main building of the "Hochschule Bochum". Follow the according signs (5 minute walks).

#### **Motorway/highway:**

Closest 'Autobahn' (motorway/highway) to the "Hochschule Bochum" is the '**A 43**' (Münster - Wuppertal). Use exit '**Bochum-Querenburg/Ruhr-Universität**' and follow the signs onto the 'Universitätsstraße'. The Faculty of Business ('Fachbereich Wirtschaft') is situated in the main building ("Hochschule Bochum" / former Fachhochschule Bochum). Use the car parking **Uni-Ost / Fachhochschule**.

## Living and studying costs

The standard of living in Germany is relatively high and, consequently, so are the costs and expenses needed to be able to share in that standard. Students and study applicants should reckon with monthly expenses of at least € 700.

Naturally, the cost of a student's independent lifestyle will not prevent from having to take several fixed expenses into account.

Since 2007 most German institutions of higher education charge study fees of 500 € per semester. The study places are financed from public funds. However, there are several costs, listed below, which accrue through studying:

	EUR (approx.)	payable
Contribution to the 'Studentenwerk' ('Sozialbeitrag'), including public transportation ('Semester-Ticket')	229	per semester
Health insurance	65	monthly
Study materials	300	per semester
Accommodation (student hostel)	200	monthly

Additionally, most degree courses are hardly conceivable without the use of a personal computer.

## **Accommodation**

Permanent accommodation should be searched for as soon as possible. If you have relations or friends in or around Bochum you should ask these to start searching for a flat or room before you arrive. The foreign student office ('Studentenwerk') and other institutions will provide assistance to the best of their ability. Information on unoccupied student flats or rooms can also be found in local daily papers (mainly Saturdays), student papers and on notice boards at the "Hochschule Bochum".

Payment of a deposit is generally due upon concluding a rent agreement. This amounts to between one and two monthly rent payments. The money will be returned if the flat is left in a good condition at time of moving out.

Maybe you will be able to find accommodation in a youth hostel or in a private guesthouse for the first few days, during which time you should search for permanent accommodation. A night in a youth hostel approximately costs about € 15 and in a private guesthouse starting from € 25.

The 'Studentenwerk' as well as denominational or private organisations have established student hostels in Bochum. These hostels provide rooms, shared kitchens, leisure rooms etc. The foreign student office of the "Hochschule Bochum" will provide information on what is on offer and on the application procedure. The monthly cost for a room in a student hostel is about € 200. This usually includes additional costs of heating, electricity and water.

### **Social and Health Insurance**

All students are subject to compulsory health insurance until completion of their 14<sup>th</sup> full semester and up to a maximum age of 30. This health insurance covers medical fees for visiting a doctor, hospital expenses and medicine. The premiums to statutory health insurance currently amount to about € 55 per month.

The so-called 'Pflegeversicherung', i. e. insurance coverage against the costs of nursing care incurred, in the case of disability, was introduced in 1995, and is provided in addition to general health insurance coverage. The premium for this additional insurance amounts to around € 7.5 per month.

Students older than 30 years of age on entry to Germany are strongly advised to insure themselves with a private health insurance company, since medical fees and hospital expenses in Germany are extremely high.

All students are insured against accidents at the institution of higher education or on the way to or from there by the statutory accident insurance scheme. Additional accident insurance coverage can be obtained from private insurance companies.

## **Facilities**

### **Library**

The Central Library of the "Hochschule Bochum" is located at the main building "Lennershofstraße". The Faculty of Business has its own library containing materials for study, teaching and research. The stock of about 120,000 items (central and departmental library) is available for lending free of charge. Various CD-ROMs and Internet access are also provided. For further information see the brochure "Bibliotheksinformation" available at the libraries.

### **Data Processing Centre**

The 'Faculty of Business' own Data Processing Centre supports students, staff and lecturing members of the department concerning their personal IT belongings. PCs and common applications can be used in both special training units and without advisory supervision. The Data Processing Centre also offers the use of PCs for doing research on the Internet and other electronic resources.

### **Language Training Centre**

The Language Training Centre of the Faculty of Business offers computer based self-teaching language programmes for the following languages:

- English
- French
- Spanish

Besides common topics, these programmes cover a wide range of business subjects from accounting ... to zero base budgeting, including job application training etc.

### **Other useful information**

In general, other useful information can be obtained from brochures, legal papers etc. of the "Hochschule Bochum" and/or the Faculty of Business, from notices posted on boards or from the student's self-governing bodies, especially the "Fachschaft".

Please have a look at the information available (as mentioned above) before you ask members of the staff or faculty, but do not hesitate to contact them if there are still questions left.

## **Leisure activities**

Special sports and leisure programmes are offered in close co-operation with the Ruhr-Universität Bochum free of charge. This includes all kinds of sports, even sailing on the nearby lake Kemnade is possible!

The 'Bochumer Studentische Kultur-Operative (boskop)' organises numerous cultural events and happenings such as theatre performances, vernissages etc.

For further information see the according brochures 'Sportprogramm' and 'boskop-Veranstaltungen'.

## **Faculty of Business**

### **ECTS co-ordinator**

ECTS co-ordinator is Prof. Dr. Volker Klingspor, room AW01 - 30, phone (0234) 32-10 632..

### **Faculty and staff**

The Faculty of Business consists of about 34 full time professors and 28 part time lecturers supported by staff (about 10 persons). The number of students is about 1,500.

### **Courses of Study**

The Faculty of Business offers different courses of study. These are

- Wirtschaft
- Wirtschaftswissenschaften (B.A.)
- Berufsintegrierender Studiengang Betriebswirtschaft (B.I.S.)
- Verbundstudiengang Technische Betriebswirtschaft (together with the Märkische Fachhochschule Iserlohn and the Fachhochschule Münster)
- Weiterbildender Verbundstudiengang Technische Betriebswirtschaft (together with the Märkische Fachhochschule Iserlohn and the Fachhochschule Münster)
- German-British Course of Study  
"Betriebswirtschaft - Business in Europe"
- German-French Course of Study  
"Europäische Betriebswirtschaft - Management International"
- German-Spanish Course of Study  
"Europäische Betriebswirtschaft - Comercio Internacional"
- German-Italian Course of Study  
"Europäische Betriebswirtschaft - Economia Aziendale"

The studies leading to a diploma shall be graduated on a basis of scientific knowledge with regard to the common goals of the course of study. The standard period of study is 7 semesters (8 in the bi-national courses of study, including all examinations. The courses of study are divided into the basic study stage ("Grundstudium") which lasts 4 semesters, and the main study stage ("Hauptstudium") of 3 semesters (4 in the bi-national courses of study) which ends with the final examination.

**Structure of the course of study “Wirtschaft”**

**Diplomas**

The degree “Diplom-Kauffrau” (for female students) or “Diplom-Kaufmann” (for male students) together with the addition “Fachhochschule” is being awarded by the "Hochschule Bochum". The abbreviations are “Dipl.-Kffr. (FH)” and “Dipl.-Kfm. (FH)”.

**Plan of course contents**

Course	1.	2.	3.	4.	5.	6.	7.	Σ	Exam. (FP/LN)	after
1. Business Management I										
1.1. Introduction	2									
1.2. Organisation	2									
1.3. Manufacturing		2						6	FP 1.1	2. Sem.
1.4. Business Financing			2	2						
1.5. Marketing				4						
1.6. Human Resources				4				12	FP 1.2	4. Sem.
2. Economics	4	4	4	-				12	FP 2	3. Sem.
3. Business Law	4	2	4	-				10	FP 3	3. Sem.
4. Mathematics/Statistics	4			-				4	FP 4.1	1. Sem.
		4	4					8	FP 4.2	3. Sem.
5. Financial Accounting I	2*								LN 1*	
		4	4	4				14	FP 5	4. Sem.
6. Business Taxation I	-	2	4	4				10	FP 6	4. Sem.
7. Business Computing	6	4	-	-				10	FP 7	2. Sem.
8. Option (§ 16 Abs. 6 DPO)			2	2				4	LN 2	
9. Business Management II (leadership)					4			4	FP 8	5. Sem.
10. Core Subject 1					4				FP 9.1	5. Sem.
						4		8	FP 9.2	6. Sem.
11. Core Subject 2					4				FP 10.1	5. Sem.
						4		8	FP 10.2	6. Sem.
12. Core Subject 3					4				FP 11.1	5. Sem.
						4		8	FP 11.2	6. Sem.
13. Option 1 (§ 18 Abs. 5 DPO)						4		4	LN 3	
14. Option 2 (§ 18 Abs. 5 DPO)						4		4	LN 4	
15. Additional Option (§ 18 Abs. 6 DPO)					4			4	LN 5	
16. Electives**							10			
<b>Totals</b>	<b>24</b>	<b>22</b>	<b>24</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>140</b>		

\* See § 16 Abs. 7 DPO

FP = Fachprüfung

\*\* Student's choice of semester.

LN = Leistungsnachweis