

Information

for International Students

at the Faculty of Business Studies



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Welcome to Fachhochschule Dortmund!

Dear international students,

a warm welcome to Fachhochschule Dortmund!

This booklet will help you find your way within our facilities. Furthermore, it provides you with some useful hints and information on orientation in the university, the city and more.



We wish you a great start!

Felix Wenger
Study Course Director

Pia Becker
Study Course Manager

Introduction program: Timetable winter term 2024/25

Offers in September 2023			
MON	2 September	Arrival of students	Digital Enrolment: You receive an email from the International Office.
TUE	3 September		
WED	4 September		
THU	5 September		
FRI	6 September		
SAT	7 September	Arrival of students	
SUN	8 September	Arrival of students	
MON	9 September	Arrival of students	Digital Enrolment: You receive an email from the International Office.
TUE	10 September		
WED	11 September		
THU	12 September		
FRI	13 September		
SAT	14 September	Arrival of students	
SUN	15 September	Arrival of students	
MON	16 September	Arrival of students	Digital Enrolment: You receive an email from the International Office
TUE	17 September		
WED	18 September	12:00 am in room EF44_034 Official greeting by course director and IB team, FEP and ESN 13:00 am Introduction to FH systems; Introduction ILIAS, HisinOne (IT-systems) by the FEP 13:30 am Campus Facilities Walk	
THU	19 September	DaF-German Language Course from 1.30 pm – 4.45 pm in room EF44_134	
FRI	20 September	DaF-German Language Course from 1.30 pm – 4.45 pm in room EF44_134	
SAT	21 September		
SUN	22 September		
MON	23 September	Global Marketing Management from 8.30 am – 1.30 pm in room EF38b_013	
TUE	24 September	DaF-German Language Course from 9.00 am – 12.15 pm in room EF44_134	
WED	25 September	DaF-German Language Course from 9.00 am – 12.15 pm in room EF38b_013	
THU	26 September	Marketing Research for Management Decisions from 8.30 am – 1.30 pm in room EF44_083	
FRI	27 September	DaF-German Language Course from 1.30 pm – 4.45 pm in room EF38_1.22	
SAT	28 September		
SUN	29 September		
MON	30 September	Start of weekly lectures	

Important dates for the winter term 2024/25

Summer term	
Semester start:	01.09.2024
Semester end:	28.02.2025
Lecture period:	30.09.2024 – 17.01.2025
Examination period:	20.01.2025 – 07.02.2025
Exam registration period:	01.11.2024 – 30.11.2024
Semester breaks / holidays	
Day of German Unity (bank holiday):	03.10.2024
All Saints Day (bank holiday):	01.11.2024
Christmas holidays:	23.12.2024 – 03.01.2025
Semester holidays:	From 8.02.2025 on

Introduction / Project / Block seminar weeks	
Summer	23.09.2024 – 27.09.2024
	18.11.2024 – 22.11.2024
During these weeks no weekly lectures take place! Please check your schedule whether a block seminar takes place!	

Academic calendar winter term 2024/25

Lecture period: 23.09.2024 - 17.01.2025

September		October		November		December		January		February		
1. Sun	Dorms available	1. Tue		1. Fri	All Saints' Day	1. Sun		1. Wed	New Year's Day	1. Sat		
2. Mon		2. Wed		2. Sat		2. Mon		2. Thu	Christmas holidays - No lectures	2. Sun		
3. Tue		3. Thu	Day of German Unity	3. Sun		3. Tue		3. Fri		3. Mon	Exam Period	
4. Wed		4. Fri		4. Mon		4. Wed		4. Sat		4. Tue		
5. Thu		5. Sat		5. Tue		5. Thu		5. Sun		5. Wed		
6. Fri		6. Sun		6. Wed		6. Fri		6. Mon		6. Thu		
7. Sat		7. Mon		7. Thu		7. Sat		7. Tue		7. Fri		
8. Sun		8. Tue		8. Fri		8. Sun		8. Wed		8. Sat		
9. Mon		9. Wed		9. Sat		9. Mon		9. Thu		9. Sun		
10. Tue		10. Thu		10. Sun		10. Tue		10. Fri		10. Mon		
11. Wed		11. Fri		11. Mon		11. Wed		11. Sat		11. Tue		
12. Thu		12. Sat		12. Tue		12. Thu		12. Sun		12. Wed		
13. Fri		13. Sun		13. Wed		13. Fri		13. Mon		13. Thu		
14. Sat		14. Mon		14. Thu		14. Sat		14. Tue		14. Fri		
15. Sun		15. Tue		15. Fri		15. Sun		15. Wed		15. Sat		
16. Mon		16. Wed		16. Sat		16. Mon		16. Thu		16. Sun		
17. Tue		17. Thu		17. Sun		17. Tue		17. Fri		17. Mon		
18. Wed		18. Fri		18. Mon	Project / Block seminar week - no weekly lectures ¹⁾	18. Wed		18. Sat		18. Tue		
19. Thu		19. Sat		19. Tue			19. Thu		19. Sun		19. Wed	
20. Fri		20. Sun		20. Wed			20. Fri		20. Mon	Exam Period	20. Thu	
21. Sat		21. Mon	no lectures	21. Thu			21. Sat		21. Tue			21. Fri
22. Sun		22. Tue			22. Fri		22. Sun		22. Wed			22. Sat
23. Mon	Introduction / Project / Block seminar week ¹⁾	23. Wed			23. Sat		23. Mon	No lectures	23. Thu		23. Sun	
24. Tue				24. Thu		24. Sun		24. Tue	Christmas Eve	24. Fri		24. Mon
25. Wed				25. Fri		25. Mon		25. Wed	Christmas Day	25. Sat		25. Tue
26. Thu				26. Sat		26. Tue		26. Thu	Boxing Day	26. Sun		26. Wed
27. Fri		27. Sun			27. Wed		27. Fri	Christmas holidays - No lectures	27. Mon	Exam Period	27. Thu	
28. Sat		28. Mon		28. Thu		28. Sat			28. Tue			28. Fri
29. Sun		29. Tue		29. Fri		29. Sun			29. Wed			
30. Mon	Start of weekly lectures	30. Wed		30. Sat		30. Mon			30. Thu			
		31. Thu				31. Tue		31. Fri				

Lecture period
 Exam registration period
 Bank Holidays - No lectures
 Project/Block week
 Exam period
 Christmas holidays

1) Block seminars take place, no weekly lectures

**About Fachhochschule Dortmund
– the people and campus**

**Fachhochschule
Dortmund**

University of Applied Sciences and Arts

**Fachbereich
Wirtschaft**

University of Applied Sciences and Arts

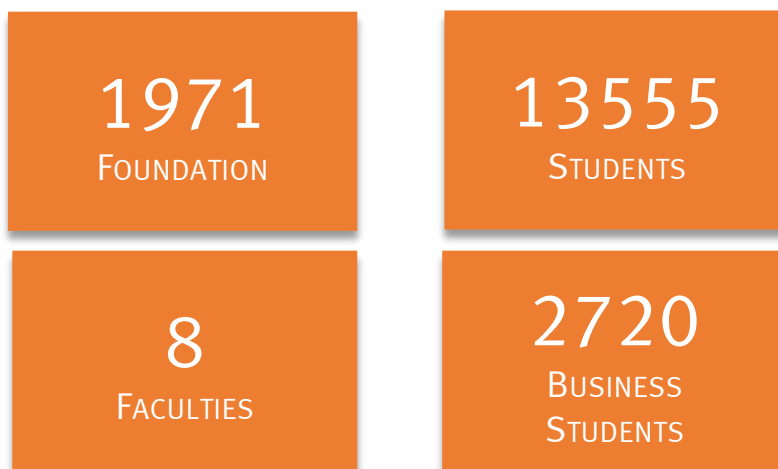
The Fachhochschule Dortmund has followed its fundamental concept since its establishment in 1972: study and teaching geared towards practical problem-solving with highly experienced professors, cementing the link between theory and practice.

We focus on students – To prove this guiding principle, Fachhochschule Dortmund provides application-oriented training to its students, promotes interdisciplinary cooperation in projects and supports them in their personal development. A continuous improvement of the teaching and learning culture is fundamental for Fachhochschule Dortmund.

Internationality – From the university out into the world, from the world to the university: This characterizes international diversity at Fachhochschule Dortmund. Regardless of where our students come from, whether Germany, Brazil, Cameroon, Cuba or Ukraine, they all help shaping the international profile of Fachhochschule Dortmund.

“The university thrives on the cultural variety of our students” – says Gisela Moser, head of Student Services and International Affairs.

Experience – Over 95% of our lecturers have former leadership experience in business and will to give you valuable insights into the practical business world. Studying in Dortmund, you will be learning in the most powerful and important economic zone of Germany.



The people

Heads of the Faculty of Business Studies



Dean

Armin Klinkenberg, Professor Dr.

Room: EF44_027

Office hours: on appointment

armin.klinkenberg@fh-dortmund.de

Vice Dean

Petra Oesterwinter, Professor Dr.

Room: EF44_458

Office hours: on appointment

petra.oesterwinter@fh-dortmund.de



Vice Dean International Affairs

Sabine Kiunke, Professor Dr.

Room: EF44_170

Office hours: on appointment

sabine.kiunke@fh-dortmund.de



Vice Dean Organisation & Resources

Marcel de Schrevel, Dr.

Room: EF44_030

Office hours: on appointment

marcel.deschrevel@fh-dortmund.de



International Business Team



Course Director International Business

Felix Wenger

Room: EF44_147

Office hours: please follow the link:

<https://fh.do/sprechstunde-wenger>

felix.wenger@fh-dortmund.de



Course Manager International Business

Pia Becker

Room: EF44_046

Office hours: Mon. & Fri. 12:30 pm – 2:00 pm

pia.becker@fh-dortmund.de

Assists in: questions regarding the program, signing of Learning Agreements, course registration



Internship Office

Verena Thiem

Room: EF44_047

Office hours: Tue.: 1 pm – 3 pm

Wed.: 10.00 am – 12.00 pm

praxisbuero-fb9@fh-dortmund.de

International Office

The **International Office** will assist you in all exchange-related matters.

For more information, please consult the following page: <https://www.fh-dortmund.de/hochschule/wirtschaft/ueber-den-fachbereich/information-for-incoming-students.php>



Dagmar Hösch
(Head of International Office)

Room: SON A 011 (Sonnenstr. 96)

Julia Klein

Room: EF 38b 210

Office hours: Mon., Thu.
10:00 am – 12:00 pm

Assists in: consultancy for mobility tool
(ERASMUS)

E-Mail: erasmus@fh-dortmund.de



Sandra Bolesch

Room: SON A 010 (Sonnenstr. 96)

Office hours: only with prior appointment via
email

Assists in: Enrollment, signing of Certificate of
Attendance (ERASMUS mobility)

E-Mail: sandra.bolesch@fh-dortmund.de



Useful links:

International Office Homepage: <https://www.fh-dortmund.de/international/willkommen-in-dortmund/studieren-in-dortmund/austauschstudierende/studieren-in-dortmund-austauschstudierende.php?loc=en>

Further information for Incoming students: https://www.ilias.fh-dortmund.de/ilias/goto_ilias-fhdo_cat_1039110.html

Faculty Exchange Point

The Faculty Exchange Point (FEP) is run by faculty students wanting to help you to make the most of your stay in Dortmund.

They provide information on lecturers, faculty staff, procedures and regulations with regard to the study programmes and the faculty, housing and accommodation, etc.

Contact details

Room: EF44_127

Office hours: on appointment

fep.business-studies@fh-dortmund.de

Erasmus Student Network

The **ERASMUS Student Network** (ESN) is an initiative of students and former students of the Fachhochschule Dortmund and TU Dortmund for exchange students and **international students** from all over the world.

ESN Dortmund wants to support and integrate exchange students. In addition, **ESN** is also a platform for students from Dortmund who are planning to complete or have already completed an exchange semester and offers them the opportunity to share experiences with other exchange students. The inclusion of local students from Dortmund into the **ESN** program to **facilitate the exchange of experience** is therefore another focus of the **ESN Group Dortmund**. There are **weekly meetings and events**.

ESN helps new students to get to know each other and **network** with each other as well as get to know **Germany and German culture** at various events in **Dortmund**. For example, excursions in the region are organized to various important and exciting museums (Bergbaumuseum Bochum, Ruhrmuseum Essen) so that you can get to know your new home – the **Ruhr Area** (Ruhrgebiet). In addition, **ESN** organizes pub crawls in Dortmund and neighboring cities, so-called “**cometogethers**”, **international BBQs**, **bicycle tours**, **football tournaments** and much more.

Trips to more distant countries, e. g. to Berlin, Bonn and Aachen are offered to give students the opportunity to get to know other regions of **Germany** as well. These trips are usually organized together with the **ESN** groups to enable good exchange, perfect networking and a round program.

More information: <https://dortmund.esn-germany.de>

Contact details:

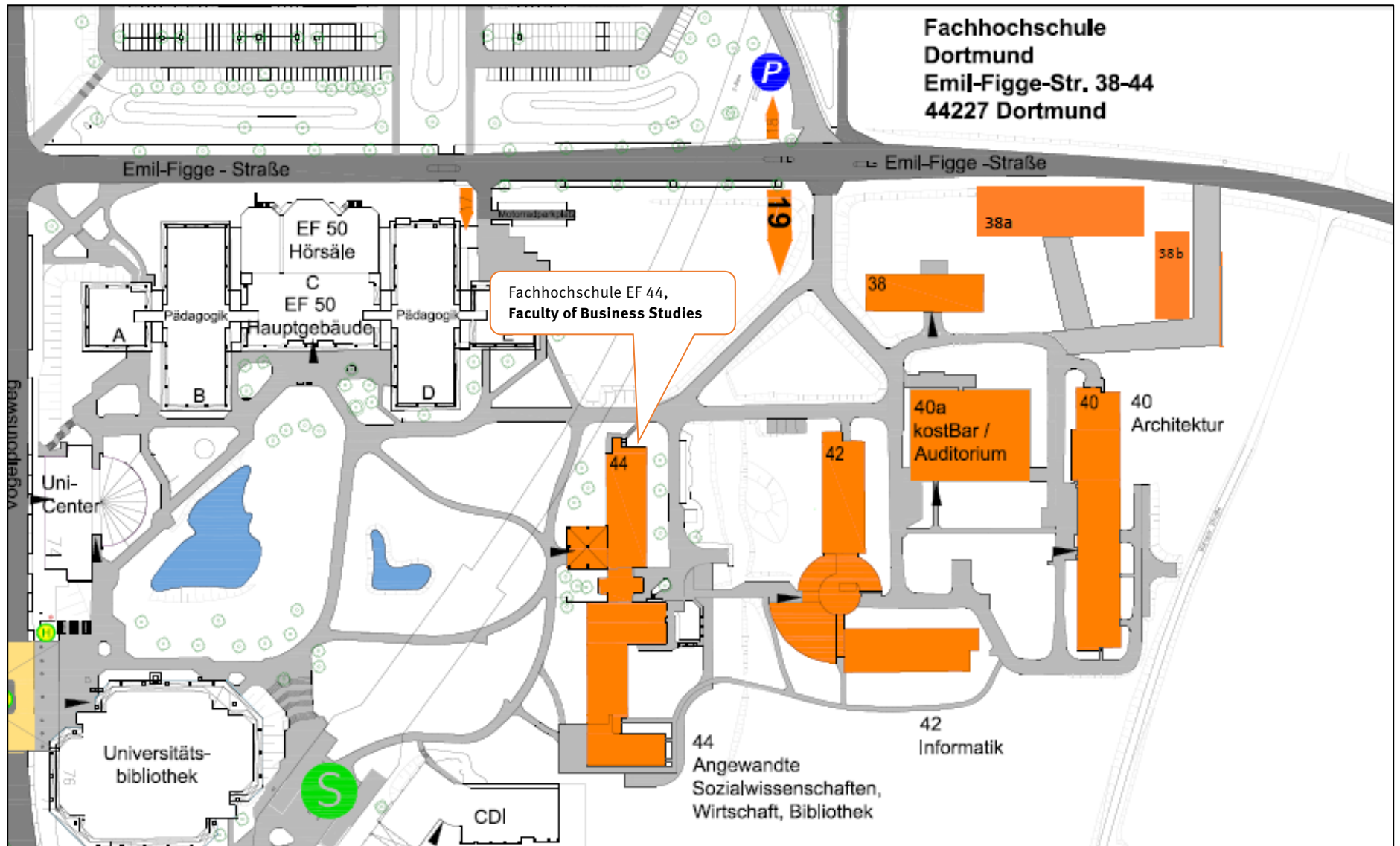
esn-dortmund@gmx.de



The campus



Building overview



Faculty buildings – Finding your way

Your courses will take place in different but neighboring building:

The **Faculty of Business Studies** is located in Emil-Figge-Str. 44 (EF44).

Though it might seem complicated at first sight, the given room numbers follow an easy system.

In EF44, ground floor rooms start with 0 (zero = ground floor).

Room “50” has the same location on all floors, while the first digit indicates the floor:

- 050: ground floor
- 150: first floor
- 250: second floor, etc.
- U33 is the big room in the basement

Opening hours of building EF44

Mon. – Sat.: 07:00 am – 10:00 pm



Computer lab/rooms

After enrolment you have the possibility to use Fachhochschule Dortmund’s computer rooms. Below you can see how to log in to the computers and who you can consult in case of problems:

Rooms:	EF44_082	EF44_083	EF44_084	EF44_012	EF44_113
Registration:	Login: your FH-Kennung				
Contact person:	Help Desk-IT department: EF44_069				

Library

Fachhochschule Dortmund Library

For using the library at Fachhochschule Dortmund (2nd floor at EF44) you need your FH-card.

Books can be borrowed for one month. If they are not returned on time, a fine is imposed.

Click here for the FH library catalogue: intranet.fh-dortmund.de/library



Opening Hours of FH library

Mon. – Thu.	8:00 am – 7:30 pm
Friday	8:00 am – 5:30 pm
Saturday	10:00 am – 4:00 pm

Contact

bib@fh-dortmund.de

Places to print and scan

In our library at Fachhochschule Dortmund you have the possibility to print with your FH-card or you go to the “**ASTA-Copyshop**”.

This copyshop is run by our students council and it is cheap to print and scan there. You will find the “ASTA-Copyshop” next to our faculty building in Emil-Figge-Str. 38b (rooms 008 / 009 / 010 – ground floor).



Opening hours of ASTA-Copyshop

Mon. – Thu. 9:45 am – 3:00 pm

Contact

asta@asta.fh-dortmund.de

Additional offers

University Sport

Hochschulsport (University Sport) is a great and affordable opportunity to exercise, get in contact with other students, relax from a demanding day at the university and just have fun.

University Sport at TU Dortmund and the Fachhochschule Dortmund offers over 180 classes in 60 different sports brought to you by over 130 coaches. The sports programme is very diverse and offers courses such as Aerobics, Body Toning, Kung Fu, Swimming, Rugby and more! Take your pick – there is something for everyone! We wish you lots of fun!

Further information: <https://hsp.tu-dortmund.de/>



Language courses

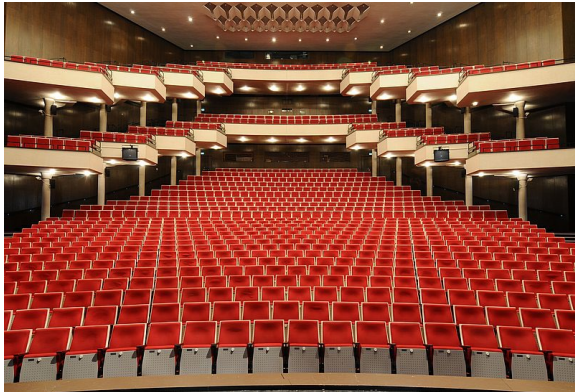
The Career Service of Fachhochschule Dortmund offers you different courses, also foreign language courses which give you the opportunity to achieve further professional qualifications for your life and career. Make the best out of them!

Further information: intranet.fh-dortmund.de/int_language_courses

Theater Dortmund

Fachhochschule Dortmund and the Theatre Dortmund provide cultural education: Thanks to a cooperation, our students can get free of charge tickets for the Theatre Dortmund from all disciplines! It is an attractive opportunity especially for international students to get to know cultural life in Germany!

Further information: intranet.fh-dortmund.de/int_theatre



Internationales KulturCafé (IKC) and Festival of Cultures

Once or twice a semester we would like to invite you to our great cultural evening called Internationales KulturCafé (IKC) which focuses on a particular country. IKC offers international students the opportunity to present their home country with its traditions, music, art and culinary specialties. The guests can learn a lot about the culture of the respective country and experience it up close. Each IKC evening is as colorful and diverse as the different nations present.

Further information: intranet.fh-dortmund.de/int_leisure_time_activities

Your studies at Fachhochschule Dortmund:
B. A. International Business



Study plan B. A. International Business Double Degree

Code Number	Name of the Module	WT		ST		WT
		Contact hours	ECTS	Contact hours	ECTS	ECTS
	30 ECTS from the Electives within a Specialisation Area	12	20	6	10	Internship
92251	German communication skills I	4	5			
92252	German communication skills II			3	4	
92261/2	Deutschlandstudien für Sprachbeginner I & II	2	2,5	2	2,5	
92161	Intercultural Management			2	2,5	
921621	Intercultural Relations / Negotiations (Option 1: English)			2	2,5	
921622	Compétence Interculturelle (Option 2: French)					
921623	Competencia intercultural (Option 3: Spanish)					
92171	Corporate Responsibility			3	5	
92221	Managing Cross Border Projects			4	6	
Total		18	27,5	22	32,5	

*Electives are offered subject to demand

Courses offered during the winter semester

Semester 1 - Winter Semester	Code No.	Course language	ECTS
Einführung in die Wirtschaftswissenschaften (Introduction to Economics)	92011	German	5
Wirtschaftsmathematik (Business Mathematics)	92021	German	6
Wirtschaftsstatistik (Business Statistics)	92031	German	5
Personal und Einführung SCM/Logistik (HR and Introduction to SCM)	92071	German	4
Rechnungswesen (Accounting)	92091	German	5
English Business Communication I	92181	English	5
International Business Communication (C1 Level)*		French/Spanish	2
Semester 3 - Winter Semester	Code No.	Course language	ECTS
Strategisches Management (Strategic Management)	92082	German	3
Business Communication Simulation	92192	English	3
International Business communication (C1 Level)*		French/Spanish	5
International Business communication (B2 Level)**		French/Spanish	5
Courses for Exchange Students	Code No.	Course language	ECTS
Deutschlandstudien für Sprachbeginner (WT)	92261	German	2,5
German Communication Skills I	92251	German	5

Electives within specialization area:

Electives Winter semester*	Code No.	Course language	Contact hours	ECTS
Accounting				
Bilanzierung II/Balancing II	921111	German	3	5
International Accounting (IFRS)	921112	English	3	5
International and European Law				
International Law	921121	English	3	5
European Law	921122		3	5
Finance				
Corporate Finance	921131	English	3	5
Investment Management	921132		3	5
Marketing Management Decisions				
Global Marketing Management	921141	English	3	5
Marketing Research for Management Decisions	921142		3	5
Supply Chain Management				
Global Sourcing / International Procurement	921151	English	3	5
Global Integrated Logistics	921152		3	5
Competitive Analysis				
Industry Analysis and Business Analytics	921161	English	3	5
Company Analysis and Business Analytics	921162		3	5
Value Based Management & Controlling				
Value Based Management	921171	English	3	5
International Group Controlling	921172		3	5
Business Growth Strategy				
Internationalization Strategies	921181	English	3	5
Innovation Strategies	921182		3	5

*Electives are offered subject to demand

**Specialisation Areas marked in yellow have to be completed together.

You can choose any of the courses mentioned above. For further information regarding our exchange programme, please visit our homepage for exchange students: <https://www.fh-dortmund.de/hochschule/wirtschaft/ueber-den-fachbereich/information-for-incoming-students.php>

There you also find the Course Catalogues for our different types of exchange!

Courses offered during the summer semester

Semester 2 - Summer Semester	Code No.	Course language	ECTS
Instrumente und Anwendungen der Wirtschaftsinformatik (Instruments and Application of Business Informatics)	92041	German	5
Wirtschaftsrecht (Business Law)	92051	German	5
Volkswirtschaftslehre (Political Economics)	92061	German	5
Organisation und Marketing	92072	German	3
Unternehmensführung (Corporate Management)	92081	German	2
Investition & Finanzierung. und Steuern (Investment & funding and taxation)	92101	German	5
Application and Careers	92191	English	2
International Business communication (C1 Level)*		French/Spanish	3
International Business communication (B2 Level)**		French/Spanish	5
Semester 4 - Summer Semester	Code No.	Course language	ECTS
Intercultural Management	92161	English	5
Corporate Responsibility	92171	English	5
Managing Cross Border Projects	92221	English	6
International Business communication (C1 Level)*		French/Spanish	3
International Business communication (B2 Level)**		French/Spanish	3
Courses for Exchange Students	Code No.	Course language	ECTS
Deutschlandstudien für Sprachbeginner (ST)	92262	German	2,5
German Communication Skills I	92251	German	5
German Communication Skills II	92252	German	4

Electives with specialization area:

Electives Summer semester*	Code No.	Course language	Contact hours	ECTS
Sustainability				
Sustainability Economics	921311	English	3	5
Sustainability Management Applications	921312		3	5
Organization				
Shaping Organizational Design	921341	English	3	5
Project Management	921342		3	5
Human Resource Management				
HRM-Core Concepts, Methods & Tools	921321	English	3	5
Strategic International Labour Law	921322		3	5
Managing Risk				
Quantitative Methods in Financial Risk Management	921331	English	3	5
Risk Management	921332		3	5
Marketing and Sales in B2B Markets				
Principles of Marketing and Sales in B2B Markets	921351	English	3	5
Marketing and Sales Management Project	921352		3	5
Digital Business & Innovation				
Digital Business	921361	English	3	5
Digital Innovation	921362		3	5
International Economics				
International Trade	921371	English	3	5
International Money	921372		3	5
Entrepreneurial Management and Ecosystems				
Entrepreneurial Management and Business Game	921381	English	3	5
Entrepreneurial Ecosystems and Business Game	921382		3	5

*Electives are offered subjects to demand

**Specialisation Areas marked in yellow have to be completed together.

You can choose any of the courses mentioned above. For further information regarding our exchange programme, please visit our homepage for exchange students: <https://www.fh-dortmund.de/hochschule/wirtschaft/ueber-den-fachbereich/information-for-incoming-students.php>

There you also find the Course Catalogues for our different types of exchange!

General information

Grading scale used at Fachhochschule Dortmund

Grade	Descriptor	Pass/fail
1,0-1,3	'sehr gut' - very good	pass
1,7-2,3	'gut' - good	pass
2,7-3,3	'befriedigend' - satisfactory	pass
3,7-4,0	'ausreichend' - sufficient	pass
4,3-5,0	'mangelhaft' - deficient	fail

Please also note that there is generally no compensation when you fail a course/module, i.e. if you need the credits of a module, you have to pass it and failing a module cannot be compensated by passing other modules.

You have three attempts to pass an examination in a module. Make sure that you do not fail one examination a third time as this will end your studies at Fachhochschule Dortmund.

Managing Cross Border Projects

The Managing Cross Border Projects is a mandatory module for **Double Degree** students during the summer semester (but also exchange students have the possibility to join this project). This project is a group work with students from another university abroad.

During almost two months, 6-7 students have to do a **group project**, which is commissioned by real small and medium sized companies.

You will have to do an analysis for a company that wants to expand its market abroad or to develop a new product or service.

The *Managing Cross Border Projects* starts with a kick-off at Dortmund or the cooperating partner university and ends with presentations of results at Dortmund or the cooperating partner university.

The students have to plan their trip on their own. You will have to book the bus (or train, or car) and your accommodation. We can recommend you to book your journey with Flixbus and for the accommodation, you can find something quite reasonable on Airbnb or in a hostel in the city.



IT-systems of Fachhochschule Dortmund

Activation of FH identification

After the successful enrolment you will get a letter “Informationen zu den IT-Diensten für Studierende”, which contains the following information:

- FH-Kennung
- Passwort
- E-Mail

You need this information in order to activate your FH Identification. Proceed as follows:

Go to: <http://www.fh-dortmund.de/selbstverwaltung>

Please log in with your FH-Kennung and password. Then click on “Anmelden”.



The screenshot shows the login interface for the Fachhochschule Dortmund self-administration system. At the top left, the logo for Fachhochschule Dortmund (University of Applied Sciences and Arts) is displayed. To the right, the text 'Selbstverwaltung' is visible. Below the logo, there are two input fields: 'FHKennung' and 'Passwort'. A link for 'Passwort vergessen?' is located below the password field. A 'Nächste' button is positioned below the input fields. At the bottom of the page, a small copyright notice reads: 'Copyright © 2019 NetIQ Corporation, ein Micro Focus-Unternehmen. Alle Rechte vorbehalten.'

- Now you are asked to define safety questions so that you can reset your password if you forget your registration data somehow.
- Answer the given questions, e.g.: Since when have you been a member of Fachhochschule Dortmund? (Year)
Afterwards create individual questions. Like “In which town were you born?” or “What is your favorite holiday country?”
- Now click on the item “Passwort ändern”.
- There you can change your initial password to a password of our choice.
Your password needs to have the following characteristics:
 - Minimum no. of characters: 7
 - Maximum no. of characters: 50
 - The use of capital and small initial letters will be differentiated
 - You cannot use & and §
- Then click on the button “Passwort ändern”.

The newly assigned password belongs to your FH Identification now and is valid for the following services: <https://intranet.fh-dortmund.de/en/our-university/organisation/departments/university-it/services-hit/programme-und-tools-fuer-studierende>

ILIAS

ILIAS is Fachhochschule Dortmund's learning platform. Many professors use this learning platform to provide course and lecture materials, to administer their courses or to communicate with the students.

To access ILIAS, go to <http://ilias.fh-dortmund.de>

Sign up with your FH identification and the corresponding password.

HisinOne

Via HisinOne you can use various services, e.g.:

- Print your certificate of enrolment
- Print the six-month student rail pass (Semesterticket)
- View your grades
- **Download your transcript of records**
- Change your address and contact details
- Request your FH cards
- **Register for courses**
- **Register for exams or cancel your exam registration, etc.**

To access HisinOne, go to <https://portal.fh-dortmund.de>

→ Sign up with your FH identification and the corresponding password.

→ Then click on "Anmelden".

Please take care to activate your HisinOne account as soon as possible after enrolment since most of administrative issues are operated with this system.

You are going to receive an information sheet in English that helps you to find your way through the system.

Course and exam registration and deregistration

Please ask our student assistants of the Faculty Exchange Point. They help you to register for the courses and exams.

The registration period for exams is limited:

- Winter semester: 1 November - 30 November
- Summer semester: 1 May – 31 May

Attention: A cancellation of your exam registration on HisinOnw is only possible up to 7 days before the exam date!!!

Exam registration: You can register for exams via the HISinOne study portal during the registration period (May for the summer semester and November for the winter semester). If **something does not work**, you have to **contact Katharina Jansen (katharina.jansen@fh-dortmund.de) directly**, not on the day of the exam when it becomes apparent that you are not on the list.

Students on leave of absence can only take resit exams and on leave of absence you cannot register yourself. Then you have to contact **Katharina Jansen (katharina.jansen@fh-dortmund.de)** by e-mail.

FH card

For the issuing of the FH card (student ID) you need to upload a digital portrait picture of yourself in HisinOne.

After a few days the FH card will be ready and you will either receive an email notification where to pick it up personally or it will be send to you by regular mail.

Then you will also get your personal PIN. Please take your passport with you when picking it up! If you have any problems, please ask the students from the FEP for help.



Semesterticket

As a first step in HisinOne, print your Semesterticket which provides free public transportation. It can be printed easily with an ordinary printer.

With the “Semesterticket” you can travel through whole North Rhine Westphalia on regional transport (RE trains, S-Bahn, U-Bahn and buses) in 2nd class, but with the ticket you are not allowed to travel for free by ICE and IC or in 1st class of regional transport.

You can take one person with you weekdays after 7:00 pm and on weekends in the VVR area, it includes Essen, Dusseldorf and many other cities.

For finding out how to get to a certain station or even street and to know at what time the departure is, use <https://www.vrr.de/en/homepage/>

For checking the trains in the whole of Germany:

<http://www.bahn.com/i/view/index.shtml>

Or download the app “DB Navigator”.

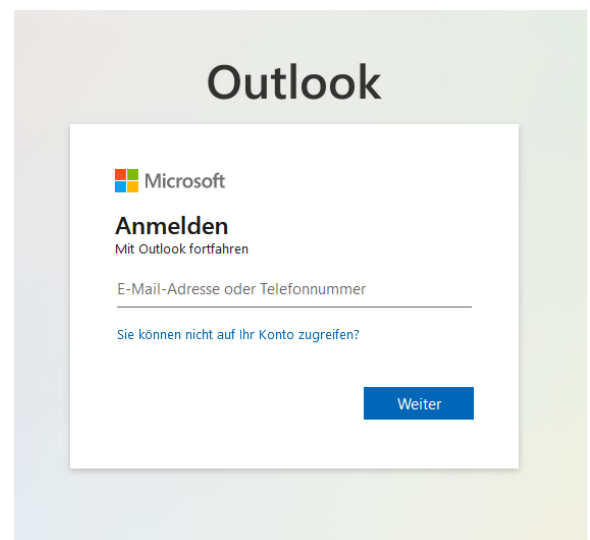


When traveling with the “Semesterticket” you should always have an identification document with you (either FH-card or passport).

WebMail

To receive access to your emails, which have been sent to your “@stud.fh-dortmund.de”-address, go to the following [website](#).

Log in with your FH email address first, then click on the button “weiter”. Afterwards you are able to enter the corresponding password. Please note that the registration implies the change of your initial password.



WiFi access

The following instruction is about the WiFi “eduroam”. Eduroam (EducationRoaming) is an international roaming access service, which allows to log on to the WiFi by using the username and the corresponding password. Here it is necessary that the username is activated on “eduroam”. For FH-Dortmund’s users the access to WiFi is only possible with the FH-identification provided by the Identity Management.

The following general data needs to be configured for WPA/WPA2:

- Network name (SSID): eduroam or FHDO
- Login: FHKennung@fh-dortmund.de (e.g. mamus002@fh-dortmund.de)
- Password: The password which belongs to your FH-identification
- Security: WPA-Enterprise or WPA2-Enterprise
- Encoding: AES
- EAP method: PEAP
- Phase 2 authentication: EAP-MSCHAP v2

If you are located with your mobile phone on the campus, choose the networks “FHDO” or “eduroam”. Type in your FH-identification as login, followed by the addition “@fh-dortmund.de”; e.g. mamus001@fh-dortmund.de Enter your corresponding password.

WiFi via VPN

The VPN-Client (Virtual Private Network Client) activates a safe channel connection between your computer and the FH’s network. You will need this Client, if you wish to use for example services at home that are only available from the FH-network.

Mostly it is used for digital media provided by the library. These media can only be seen if you are logged on to the FH-network or if a channel connection via VPN is activated.

Please install the VPN-Client software first:

<https://github.com/openconnect/openconnect-gui/releases>

Devices with sophisticated operating systems are able to build a VPN connection with on-board means without the additional VPN client software.

These include for instance Mac OS X, Linux, and Android. Illustrated instructions can be found on: <https://intranet.fh-dortmund.de/en/it-helpdesk/vpn>

In case of further IT-related questions or problems, you may also consult our Help Desk of the IT Department (room EF44_069).

Internship Semester – Double Degree (La Rochelle & ESSEC have other regulations)

Part of the Double Degree is an internship in your third semester at Fachhochschule Dortmund. You still need to be enrolled and need to “Request for an Academic Leave of Absence (Beurlaubung)” on HisinOne and pay a reduced semester fee (€ 110). Transfer the fee before the deadline (re-registration period is for the winter term approx. in July and for the summer term in January).

Ask the “**Praxisbüro**” (Internship Office) for help if you don’t find an internship position.

Start looking for an internship position at the beginning of the semester before the internship semester takes place!

If you need help with the preparation of your application documents, please get in contact with **Anne Heers** (anne.heers@fh-dortmund.de).

Procedure for the internship-semester:

1. An **internship agreement** (<https://intranet.fh-dortmund.de/hochschule/organisation/fachbereiche/wirtschaft/praxissemester/praxissemester-bachelor>) or **contract** of the company needs to be submitted at the **Internship Office** (4 weeks before start of internship) and signed (praxisbuero-fb9@fh-dortmund.de).
2. The internship lasts **20 weeks** minimum in full time (750 h)
3. Shortly after the internship an **employer’s reference** issued by the company needs to be submitted at the **Internship Office**.
4. An **internship report** (10 – 15 pages; in English) needs to be submitted at the Internship Office **4 weeks after** the last day at the company. The requirements for the practical experience report can be found here: <https://intranet.fh-dortmund.de/hochschule/organisation/fachbereiche/wirtschaft/praxissemester/praxissemester-bachelor>
In addition, you need to hand in an **internship certificate** with information regarding the employment period.

If you are doing the **Double Degree – English Track**, you don't need to do the internship in Germany. But you are also not allowed to do the internship in your home country or a country respectively company where they speak your mother tongue.

You also need to register for your internship like for an exam. Please get in contact with Katharina Jansen from the Office for Student Affairs to get registered: katharina.jansen@fh-dortmund.de

In the case of an **academic leave of absence due to the internship semester, the internship contract must always be enclosed**. It has happened repeatedly in the past that students have taken a leave of absence, but in the end have not found an internship.

If **no internship contract** is available by the end of re-registration, you **must first re-register with the full semester contribution fee**. If the **contract is available**, the leave of absence is granted and the **semester contribution fee is refunded**.

Failed exam? – External Examination Procedure (EEP)

If exchange students have failed an exam, we are happy to provide the opportunity to take an examination at the home university. However, please note the following framework conditions:

External examinations can only be taken at partner universities where exchange students also have this possibility and there must be one failed attempt in passing the exam concerned. It is only possible to take a **maximum of two examinations externally**.

Please also note that there is generally no entitlement to taking exams externally. Examiners at FH Dortmund can reject the request, especially when the examinee has not shown adequate efforts to pass the exam at the first try. Factors taken into consideration may include course attendance/participation, minimum score in examinations during the semester/final written exam, etc.). Moreover, external examinations will be rejected if the study course management is not informed at an appropriately early stage.

1 Semester Exchange Students

If it might occur that you failed an exam during the last examination period, you have the possibility to resit exams at your home university during our next examination period of the upcoming semester.

The usual procedure is for you to “Request for an Academic Leave of Absence (Beurlaubung)” on HisinOne. This process is necessary, in order that you’re still enrolled as a FH Dortmund student.

By the end of the re-registration period (for the **winter term beginning of August** and for the **summer term beginning of February**), it must be determined whether you will remain enrolled for another semester. **Applications for leave of absence must also be submitted** by this deadline.

If grades are still open by the deadline that determine whether further enrolment/leave is necessary, **re-registration for the next semester is required first (pay full semester contribution fee)**. If the exams have been passed and no further enrolment is necessary, the semester fee will be refunded.

The next step is for you to contact Katharina Jansen (katharina.jansen@fh-dortmund.de) to register you for the resits (**for summer semester in May and for winter semester in November**). Then you submit the list of the exams for which you’ve registered, including the day and the time of the exam to **Pia Becker** (pia.becker@fh-dortmund.de).

You also need to state a name of a coordinator of your home institution, to organize the examination procedure.

2 Semesters Exchange Students

Don’t forget to pay your contribution/**semester fee** (approx. €343) for your second semester!

Re-registration period is **January** to beginning of **February for summer semester and July** to beginning of **August for winter semester**.

Please register in **HisinOne** for courses of the second semester (ask the *FEP* for help)

Don't forget to register for exams (**also resit exams!**) in **HisinOne** as well (ask the *FEP* for help)

If you didn't pass an exam after your second semester you have the possibility to resit exams at your home university during our next examination period of the upcoming semester.

The usual procedure is for you to "Request for an Academic Leave of Absence (Beurlaubung)" on HisinOne. This process is necessary, in order that you're still enrolled as a FH Dortmund student.

By the end of the re-registration period (for the **winter term beginning of August** and for the **summer term beginning of February**), it must be determined whether you will remain enrolled for another semester. **Applications for leave of absence** or re-registration **must also be submitted** by this deadline.

If grades are still open by the deadline that determine whether further enrolment/leave is necessary, **re-registration for the next semester is required first (pay full semester contribution fee)**. If the exams have been passed and no further enrolment is necessary, the semester fee will be refunded.

The next step is for you to **contact Katharina Jansen** (Katharina.jansen@fh-dortmund.de) **to register you for the resits (for summer semester in May and for winter semester in November)**. Then you submit the list of the exams for which you've registered, including the day and the time of the exam to **Pia Becker** (pia.becker@fh-dortmund.de).

You also need to state a name of a coordinator of your home institution, to organize the examination procedure.

B.A. International Business Double Degree Students

Don't forget to pay your contribution/**semester fee** (approx. €343) for your second semester!

Re-registration period is **January** to beginning of **February for summer semester and July** to beginning of **August for winter semester** Please register in **HisinOne** for courses of the second semester (ask the **FEP** for help)

Don't forget to register for exams (**also resit exams!**) in **HisinOne** as well (ask the **FEP** for help)

Part of the Double Degree is an internship in your third semester (*La Rochelle & ESSEC have other regulations*)!

If you didn't pass an exam after your third semester you have the possibility to resit exams at your home university during our next examination period of the upcoming semester.

The usual procedure is for you to "Request for an Academic Leave of Absence (Beurlaubung)" on HisinOne. This process is necessary, in order that you're still enrolled as a FH Dortmund student.

By the end of the re-registration period (for the **winter term beginning of August** and for the **summer term beginning of February**), it must be determined whether you will remain enrolled for another semester. **Applications for leave of absence** or re-registration **must also be submitted** by this deadline.

If grades are still open by the deadline that determine whether further enrolment/leave is necessary, **re-registration for the next semester is required first (pay full semester contribution fee)**. If the exams have been passed and no further enrolment is necessary, the semester fee will be refunded.

The next step is for you to **contact Katharina Jansen** (Katharina.jansen@fh-dortmund.de) to **register you for the resits (for summer semester in May and for winter semester in November)**. Then you submit the list of the exams for which you've registered, including the day and the time of the exam to **Pia Becker** (pia.becker@fh-dortmund.de).

You also need to state a name of a coordinator of your home institution, to organize the examination procedure.

Coming to Dortmund: Your arrival



Where to live in Dortmund

Students' residences in Dortmund

In case that you will be living in the accommodation provided by *Studierendenwerk*, you should have sent a registration form and arranged the payment already. After successfully moving into your apartment, you have to sign a contract (have a look at the working hours of *Studierendenwerk*).

Please note! After you got the contract signed, it cannot be easily terminated (cancelled). According to German law, if you want to move out from the flat before the contract expires you have to notify **3 months in advance**, or you have to find a person who will rent your apartment for the rest period of the due contract. The same matters are more complicated with *Studierendenwerk*, because the person should be from their waiting list for a room.

You have to pay your rent **monthly**; otherwise a fine is added to it or your room will be terminated without notice!

Take care of your key; if you lose it you have to pay a €110 fine!

Clean your room and the common rooms (especially after having a party)! Please leave the premises as you've found them!



- Contact Information -

Studierendenwerk Dortmund

Working hours:

Tue, Wed 9am – 12pm
Thu 1pm – 3:30pm

Address: Vogelpothsweg 85
44227 Dortmund

Private accommodation

The accommodation costs for the rooms in a dormitory or in a private apartment in Dortmund and surroundings range from **€200 to €500 per month**.

The survey **International Student Barometer (ISB)** proves that almost half of our international students pay about €200 - €300 for the accommodation a month!

This is really affordable in comparison to other cities in Germany!

If you want to rent a bigger flat than the costs are of course higher. Furnished rooms or apartments are more expensive as well and are not that popular in Germany.

Hint!

In case of renting an unfurnished apartment or room you can buy pretty cheap used **furniture** in good condition in Germany - online or in second-hand shops. Often you can buy the furniture from the former tenant. Just ask for it and do not hesitate to negotiate the price.

Please do not forget that in case of renting a private accommodation you will have to pay **additional costs** to your rent - for electricity, water and heating costs, rubbish collection, public broadcasting fees etc. Please be cautious and do not pay any rents or deposits in advance, before your arrival and before you have spoken to the landlord and have signed the contract or at least seen the particular apartment. There have been some cases of fraud recently. The indication of a foreign IBAN is quite certainly a reference to fraudsters.

Public transport

As you don't have the **"Semesterticket"** when you arrive in Germany you have to buy a ticket for your first days as long as you are not enrolled. This can be done at the vending machines. The tickets are distinguished according to the territory they cover: "A" tickets are valid for 90 min., "B" – 120 min., "C" – 180 min. and "D" – 300 min.

You have to punch your ticket near the place you take the train, tube (U-Bahn) or directly in the bus with machines like the one on the picture.



Even though nobody checks your tickets (except buses) when you enter the public transport you should have one. You have to pay €60 in case you don't have it when checked.

Later, after enrolment at the International Office and logging in **HisinOne** you can print your **"Semesterticket"**. With the ticket you can travel for free with the public transport within NRW area (red area in the map below).



NRW Ticket: your way to travel NRW

As a student at Fachhochschule Dortmund you receive a NRW-Semesterticket which is valid for one semester. The payment for it is included in the semester contribution, the so-called »Semesterbeitrag« of approximately € 300 for each semester. The amount of money which must be paid as the semester contribution can be checked on HisinOne

All students of Fachhochschule Dortmund need to pay the semester contribution. This fee is not a tuition fee but a contribution towards our social facilities. It includes subsidised meal prices in all 10 cafeterias, free access to public libraries and of course also your semester ticket, the so-called »NRW-ticket«. The ticket allows the holder to travel free on public transport, including buses, underground, tram and local trains (2nd class) in North-Rhine Westphalia (NRW).

The NRW-ticket offers you a great way of getting around and seeing the region! On our website you will find lots of hints on what to visit and what to see in the NRW-region and the Ruhr Area itself! Take your pick there is something for everyone!

Good to know: The “Semesterticket” allows you to travel with all public transports (train, U-Bahn, Bus, H-Bahn, etc.) within NRW. There are special options for the so-called VRR-region (Verkehrsverbund Rhein Ruhr). Within this region, you can take one further person with you on your ticket: on weekends and holidays and on working days after 7pm.

Cost of living

Semester contribution fee

All students of Dortmund University of Applied Sciences and Arts need to pay a semester contribution, so-called »Semesterbeitrag« of approximately €300 for each semester.

The first contribution must be paid before the enrolment and a proof of it must be brought to the enrolment.

Afterwards you will have to pay the semester contribution each semester and will be informed about it via email to your FH-email-address by the Office for Student Affairs/ Studienbüro - this process is called enrolment renewal and in German "Rückmeldung". You can also find the information about the amount which must be paid in your HisinOne.

Please have a look at the information of the Office for Student Affairs (Studienbüro) on issues like: enrolment renewal, leave of absence and semester ticket etc. More information on the semester contribution and its calculation can be found also on the website of the Office for Student Affairs (German only).

In case you plan stay for two semesters please keep in mind that the contribution must be paid for each semester - you will be informed about the second payment (enrolment renewal) by the Office for Student Affairs which via email to you FH-email-address. Please pay it on time!

Public Broadcasting License Fees

The public broadcasting license fees from ARD, ZDF and Deutschlandradio (former GEZ) is compulsory and need to be paid by everyone living in Germany. A flatrate contribution is charged to every apartment so that, in principle, every household has to pay it. TV/radio tax-es must be paid for each apartment, even if this apartment is inhabited by foreign students exclusively and you do not own tv/radio. The monthly fee amounts to approx. 18 €.

On our website (<https://www.fh-dortmund.de/en/studies/Costs-and-funding.php>) you will find links and documents about public broadcasting fees. We also prepared most important FAQs for you - please read this document carefully.

Confirmation of Arrival and Stay

At the beginning of your stay you must bring a form from your university called "confirmation of arrival". This form must be signed by Sandra Bolesch at the International Office of FH Dortmund. Please bring the form with you to the enrolment or shortly afterwards. The confirmation of arrival cannot be issued pre-dated but only after you have enrolled. The day of the enrolment is the first day as an exchange student at our university and will be written on the confirmation of stay.

At the end of your stay as an Erasmus student you need the document which is called "confirmation of stay". This document is issued at your university as well and signed by the International Office of FH Dortmund, e.g. by the institutional Erasmus coordinator of the International Office - you can contact Ms. Bolesch. The confirmation of stay cannot be issued pre-dated but only after you have sat your last exam. The last day of your stay is the last exam at our university and only this date will be confirmed on the form. Therefore we kindly ask you to come to the International Office shortly after your last exam.

Extension of Exchange Stay Duration

We are very happy that you like it here at our university and would like to stay longer than agreed. Please note that exchange students are enrolled for limited time only. The duration of the stay is determined according to your chosen course and application. That is why the extension of your stay does not happen automatically.

If you wish stay longer than agreed e.g. 1-2 more semesters there are important steps you need to follow. First of all you have to contact us and the International Office. You should know that it is unfortunately not always possible to extend the stay abroad at our university as there is only a limited number of seats for exchange students from each university and for each academic year.

Who has to be informed in advance and when:

- If you like it at our university and wish to prolong your stay in Dortmund please contact us early in advance. You should do it at least 1 month before your stay abroad ends and also before the official period of re-registration at our University (Rückmeldung) starts. Information about the deadline for re-registration is available on HisinOne.
- You have to contact your home university and ask if they agree with the extension too. The responsible person from your home university must then contact us at the International Office and confirm that the extension is approved.
- Also the international coordinator of the faculty in which you are registered must be contacted. You should talk with him/her about your courses as he/she will have to sign the Learning Agreement again.

- If applicable you also must contact the Studierendenwerk Dortmund for prolonging the contract for your dormitory room. It may happen that there is no room free any-more and you have to look for a new accommodation by yourself. In that case please contact us and check also our website about accommodation.

Registration in the city of Dortmund

All citizens living in Germany must be registered in the city they live in. You must do it at the Citizen Services usually called in Germany Bürgerbüro or Bürgeramt within 2 weeks after moving to that particular city.

European citizens simply contact the Bürgerdienste in the city center or registration offices in other municipal districts. Students from Non-EU-Countries have to contact International Citizen Services (Bürgerdienste International) which is the name of the Immigration Office of Dortmund. The administration and immigration issues will be both carried out there.

Please note:

- If you live in a different city than Dortmund you should register there - even if you are studying in Dortmund.
- Remember that it is also compulsory to deregister with the Citizens Services when you leave Germany permanently and want to go back to your home country or move to any other foreign country!

Required documents for the registration at the Bürgerdienste (Citizen Services) of Dortmund (for EU-Citizens):

- Current address in Dortmund written in the „Wohnungsgeberbestätigung“ written confirmation signed by the landlord with your address and move-in date. The document will be given to exchange students by Studierendenwerk while signing the contract – keep it safe!
- ID card (EU-citizens) and a copy of it
- Registration form (filled in)

Required documents for the registration at the Bürgerdienste International of Dortmund (Non-EU-Citizens):

The following documents are to be turned in if you already have a valid residence permit or come with a visa and you first just want to register at the International Citizen Services:

- Residence registration form (can be downloaded or picked up at the International Office)
- Landlord Confirmation: Wohnungsgeberbestätigung - it is a written confirmation signed by the landlord with your address and move-in date. The document will be given to exchange students by Studierendenwerk while signing the contract – keep it safe!
- national passport, original and a copy of it
- current residence permit/visa with the supplementary sheet - original and a copy of it

In some individual cases there may be also following documents needed (e.g. in case the visa/residence permit already expired):

- a biometric photo
- University enrolment certificate (Studienbescheinigung) or certificate of attendance in a language course with DSH-certificate/TestDaF-confirmation

On the following website more information can be found: <https://www.fh-dortmund.de/en/studies/registration-and-application-for-residence-permit.php>

Bank account

As soon as you are enrolled you should consider opening a bank account. You need the bank account to transfer the monthly rent. Keep in mind that there could be high transfer costs, when you transfer money from your bank in your home country to a German bank account. The better option for students is to transfer a huge amount of money once you have opened a bank account in Germany, in order to have enough money for the whole stay and keep the transfer costs as low as possible.

For opening a current bank account in Dortmund you will need the following documents:

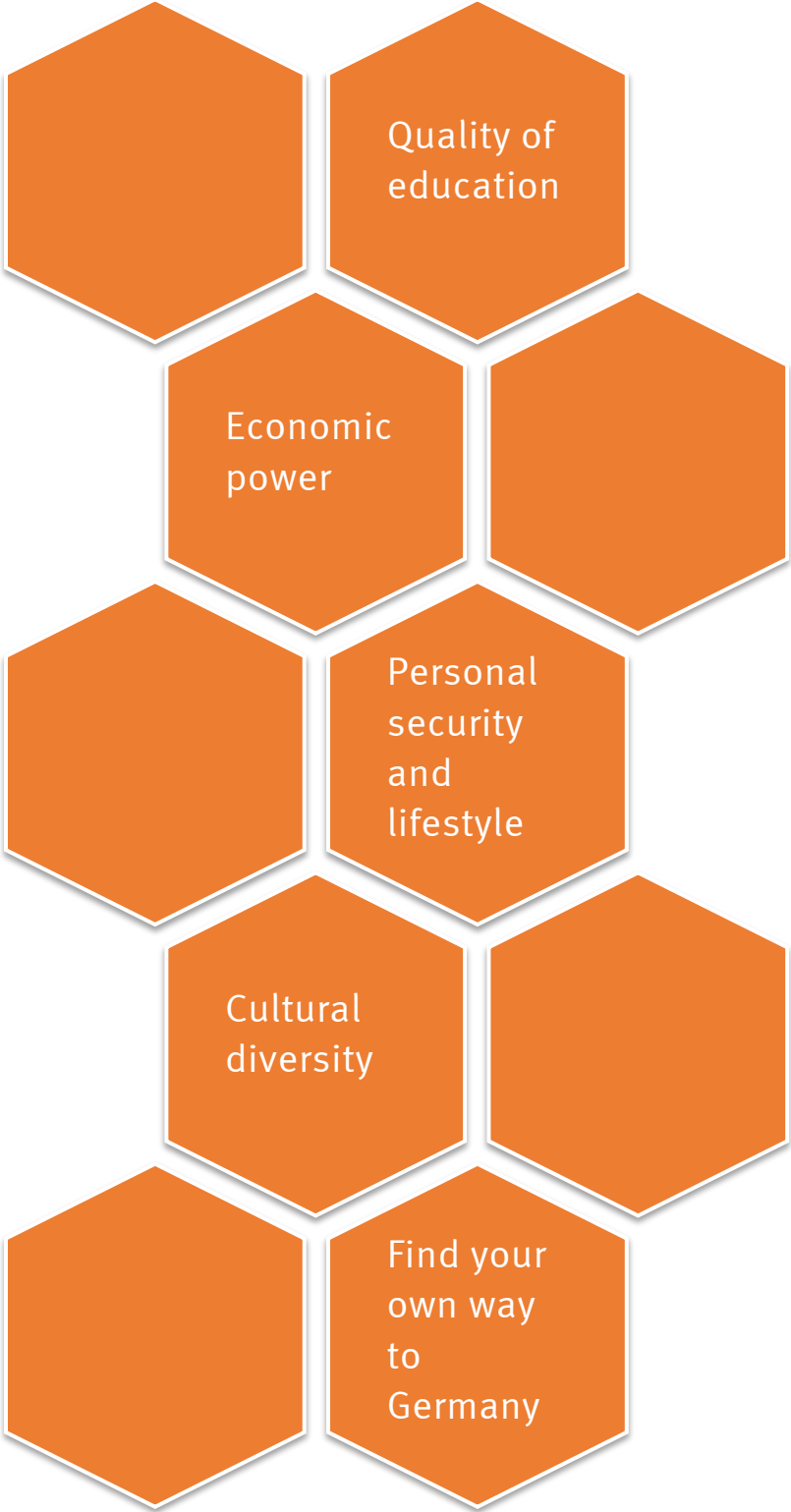
- A certificate of registration in the city of Dortmund (you will receive confirmation after your registration in at the Bürgerdienste/Citizen Services),
- valid residential address in Dortmund as well as a renting contract,
- your national identity card/ visa/ residence permit - please make a copy of it as well
- and the enrolment certificate from FH Dortmund (Studienbescheinigung) - it can be printed via HisinOne. In case you do not have any possibility to print in by yourself do not hesitate to contact the Social Advisory Service at the International Office: exchange-students@fh-dortmund.de

**Dortmund Guide:
Studying and living in Dortmund**



One city, many aims.

Why study in Germany?



And why study in Dortmund?

“Like almost no other German city, Dortmund experienced enormous changes in recent years. The biggest city in the Ruhr Area also convinces with a wide range of possibilities in the cultural and sporting sector, with extensive greens and a high quality of life. Also Dortmund is known as an innovative location for technological development. [...]

As a city of coal, iron and beer Dortmund had occurred in 1875 in the period of industrialization. Influenced by various economic ups and downs, the city had in the late 19th Century again lost some locational advantages of the mid-century against the competition on the Rhine, Westphalia and the Ruhr. In the years of prosperity, especially in the period from 1893 to 1913, Dortmund was hit by tumultuous growth. This era of urban planning was formative. [...]

Between 1870 and 1913, the beer output had increased from 140 000 to 1.7 million hectoliters – Dortmund was one of the largest beer producers in the world. Cultural life experienced a huge boom. In addition to the municipal theater ensured many smaller theaters and cabarets that Dortmund was the center of attraction of the surrounding area.

The vision of the new Dortmund includes a comprehensive, future-oriented transformation. At the end of the process is a city that provides demand-driven employment and training opportunities.”

More about Dortmund: https://www.dortmund.de/en/about_dortmund/home_ad/index.html

Economic power of North Rhine-Westphalia

The North Rhine-Westphalian (NRW) region is the most powerful economic region in Germany. It is home to a lot of big companies, such as Henkel, ThyssenKrupp and Miele.

One out of four German world market leaders comes from NRW. These champions and “hidden champions” come from all economic sectors:

<https://www.nrwinvest.com/en/nrw-as-location/this-speaks-well-for-nrw/home-of-the-world-market-leaders/>

The Ruhr-region, with Dortmund, is one of the most densely industrialized regions in the world. Today, the former coal region is a center of communication and advanced technology.

Discover Dortmund

Discover the main touristic attractions in Dortmund:

City of Dortmund



“Dortmunder U“
exhibition center

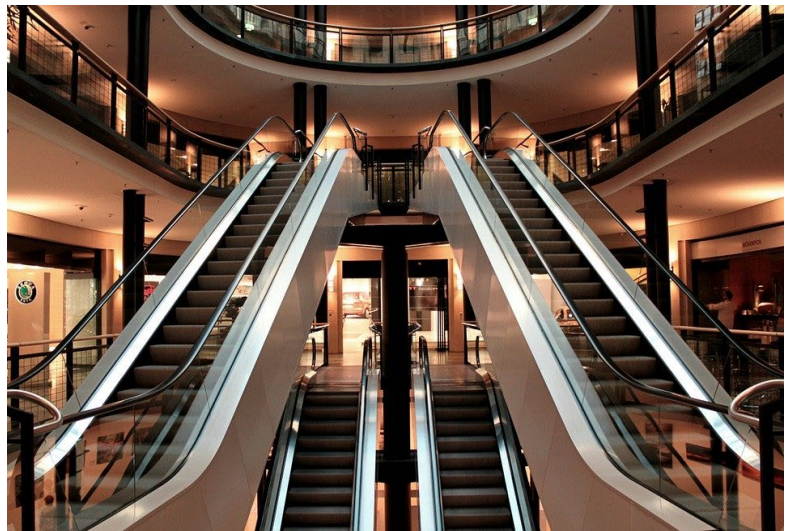
„Zeche Zollern“
coal mine exhibition





Phönixsee

“Thier-Galerie“
shopping center



“Signal Iduna Park”
football stadium

For more regional leisure time activities check out: <https://intranet.fh-dortmund.de/en/studi/interN/intstudierende/englisch/io/intstudi/Leisure-Time-Activities-Start.php>

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Dortmund – Cologne:	2 hours	
Dortmund – Düsseldorf:	1 hour	
Dortmund – Munich:	1 hour	
Dortmund – Amsterdam:	2.5 hours	
Dortmund – Brussels:	2.5 hours	
Dortmund – Paris:	4 hours	
Dortmund – London:	1 hour	
Dortmund – Budapest:	1 hour	

Dortmund Airport: <https://www.dortmund-airport.com/>

Cologne Airport: <https://www.dortmund-airport.com/>

Düsseldorf Airport: <https://www.dus.com/en/flights>



**We wish you a good start at
Fachhochschule Dortmund and a great stay in
Dortmund !**

Your International Business Team