

ESMT BERLIN



EXCHANGE FACT SHEET

Masters Programs

2024-2025

About us

ESMT Berlin is located in the heart of Germany's capital, which has become known for being the start-up capital of Europe. We are a private, international business school founded by 25 multinational corporations. The school aims to develop responsible leaders with a global focus on analytics, innovation, and technology. We are the top-ranked business school in Germany and have a global network of alumni in over 40 countries. Find out more about ESMT on [our website](#).

Master programs

ESMT Berlin's 2 year master programs are lead by world-class faculty with a track record at the very top of management education, and are designed at the intersection between theory, practice, and skills development with a high degree of customization options in addition to practical and entrepreneurial components.

Incoming exchange students can, in principle, take first- and second-year taught courses; they can also pursue some practical elements from the three MSc programs:

- **Master in Global Management**
- **Master in Entrepreneurship and Innovation**
- **Master in Analytics and Artificial Intelligence**

The structure and the curriculum of each program can be viewed [here](#).

Key contacts before arrival

International Office: General questions from partners and incoming students	ANNA FRANKOWSKA <i>Head of International Office</i> VERENA ACKELS <i>Exchange Programs Manager</i> LOTTE MEIER <i>Erasmus and Exchange Student Manager</i>	international-office@esmt.org
Student Services Office: Questions on visa, accommodation or insurance	NADINE BRINKMANN ELENA STUPNIKOVA <i>Student Services Managers</i>	student-services@esmt.org

Nomination and application deadlines

Courses in September 2024 – January 2025: Nomination deadline: 15 April 2024 Application deadline: 12 May 2024 Course selection: June/July	Social Impact Project 2025: Nomination deadline: 1 October 2024 Application deadline: 20 October 2024
Courses in January - March 2025: Nomination deadline: 1 October 2024 Application deadline: 10 October 2024 Course selection: October/November	Internship in coordination with ESMT - Summer 2025: By arrangement only
Specific term dates will be published on our website	

Application process

Once the sending institution has nominated a student for an exchange at ESMT Berlin, we will send the student a request to complete a short application form.

Documents required from nominated students: CV, passport-style photo, scanned passport page, latest transcript, English language confirmation if applicable.

Term dates

Autumn 2024 (*further courses available early January 2025)

Orientation & Welcome Week	10-13 September 2024
First course starts	16 September 2024
Last course in 2024 ends (incl. exam)	19 December 2024*

Spring 2025 (*dates will be confirmed in Summer)

Orientation & Welcome Day	Very early January 2025*
First course starts	Very early January 2025*
Last course ends (incl. exam)	End of March 2025*
Social Impact Project	April - May 2025, preparation starts in November 2024

Course selection

Exchange students will take part in a competitive bidding process to select courses from all three MSc programs. Students coming in the Autumn term may also have a limited possibility to take some MBA elective courses. Course offering is subject to change, availability, and timetable compatibility. Final selection and course dates for 2024/25 will be confirmed by ESMT during the application process.

ESMT operates on trimester basis, and our MSc students take 18-24 ECTS during each term, including skills courses. Most courses at ESMT are valued between 2.5 – 5 ECTS. Incoming students may be required to take a larger number of courses to meet the necessary credit requirements from home institution. **Students coming in the Autumn term who require a high number of ECTS (25+), are likely going to have to take courses in January.** Students should consult with their sending institution on how many ECTS points they need to gain.

Courses at ESMT run on a rolling basis, i.e., take between one and six weeks and are immediately followed by an assessment. Students can join for the duration of the whole term, only for a part of it. For the best exchange experience, we advise that the students join ESMT in time for the Welcome Week/Day and select courses spread out throughout the whole term.

Social Impact Project, April – May 2025, virtual preparation from November 2024

Students coming in Spring term can choose to take part in the Social Impact Project (SIP). SIP is an integral part of the curriculum for the Master in Global Management. In this project teams of 3-8 students act as consultants for an organization with social objectives. Most teams travel outside of Europe but some Berlin based projects are also available. The project objective can include supporting economic or financial pillars of an organization engaged in social good or environmental initiatives. Find out more about the project on this [website](#).

Grading scale

ESMT works on a % grading system and applies the ECTS distributed letter grade on request.

Percentage (i.e. total points out of 100)	Grade	Description (in words)
90 - 100	1,0	Very good
85 - 89	1,3	Very good
80 - 84	1,7	Good
75 - 79	2,0	Good
70 - 74	2,3	Good
65 - 69	2,7	Satisfactory
60 - 64	3,0	Satisfactory
55 - 59	3,3	Satisfactory
51 - 54	3,7	Sufficient
50	4,0	Sufficient
0 - 49	5,0	Fail

Work load

ESMT's courses are intense with ongoing assessments, group work, final projects, presentations, assignments and/or exams. For every hour of class time, students should plan for approximately 2-4 hours of additional independent and/or group work.

Participation

Students are encouraged to be active participants; most classes will include a participation grade (5-20% of the total grade).

Class format

Lectures, presentations, group work and case studies.

Attendance

Attendance at all classes is mandatory. Only absences due to sickness (with a sick-note) or extenuating circumstances are excused once the program office has been notified.

Language requirements

As the language of instruction is English, we require one of the following:

TOEFL scores (95 minimum)

PTE score (64 minimum)

IELTS score (7 minimum)

Any other internationally recognized English proficiency tests.

Students whose native language is English or who have earned a university degree exclusively taught in English, do not need to submit an English proficiency test.

German course

Incoming students can enroll into credit bearing German course at one of our partner language schools. Students will be asked to indicate their interest at the application stage.

Travelling to Berlin

Travel by air: Berlin is served by the Berlin Brandenburg Airport. It is well-connected by public transport to take you to the city center.

Travel by train: Check out the www.bahn.com, the German national train company.

Travel by bus: Look at www.flixbus.com, www.berlinlinienbus.de, www.eurolines.com.

Accommodation

Housing is not available on-campus. For the first days in Berlin, students can consider an interim housing solution, like a hostel or renting a private room via AirBnB. Students can also consider private provider such as:

[The Student Hotel](#)

[Neon Wood Living](#)

[Housing Anywhere](#)

[Spotahome](#)

Alternatively, you can get in touch with outgoing ESMT students, who may be interested in swapping rooms with you, for the duration of the exchange.

We are very happy to give students all possible information and answer all questions, but it remains the student's job to find a place to live.

Living Expenses

Here is an average of the costs you should be expecting for your stay in Berlin. Note that it is an average only and personal expenses can vary hugely based on needs and lifestyles.

Living Costs	Euros per month
Rent	400-800
Transport	50
Food	170
Communication	35
Leisure (culture, sports, etc.)	70
Insurance	
Health insurance (public/cheap private)	90/35
Liability insurance	5

Immigration Procedures

Generally, all visitors from outside the EU need a visa before entering Germany. However, there are several exceptions depending on your country of origin, purpose, and duration of stay. Please start your research early to understand what rules apply to your circumstances.

Those who need a visa, will need to submit the visa application, together with all necessary documents, in person at the [German mission](#) (i.e. embassy or consulate- general) responsible for your place of residence. Visa application forms can be obtained from the mission free of charge (in the local language).

During the peak travel season there may be a waiting period for getting a visa application appointment at a German embassy or consulate. Also bear in mind that most German universities start their academic term in the so called “winter semester” which begins in October. **Make an appointment and submit your application as soon as possible!**

Getting started in Berlin

Anmeldung (Registration at your Berlin address): Once you have found your place of residence, it is necessary to file a registration at the “Einwohnermeldeamt”. Every German resident must register their address at his or her local registration office.

Residence permit: Students staying longer than their visa must apply for a residence permit to extend their stay.

Health insurance: it is a legal obligation to have sufficient health insurance coverage. To be officially enrolled at ESMT, students must submit confirmation of their insurance status (from either a public or private provider). The Student Services Office will guide the students through the process.

German bank account: Regular bank accounts are free of charge for students. Students can check out N26, Deutsche Bank or Berliner Sparkasse. Account holders will receive a debit card and may be eligible for credit card. Online banking is also available.

Questions about visa or getting started in Berlin? Get in touch with our Student Services Office: student-services@esmt.org, who can guide you on any of the above matters.

On campus

Exchange students are members of the ESMT community and have access to the same facilities and services as other students. This includes access to:

- Information Center (IC)
- Study Rooms
- Subsidized Restaurant and Café
- Student Club Activities
- Student Events
- Berlin University Sports Program
- Career Services Offering
- Student Counseling
- Reduced public transport ticket
- ESMT events

Furthermore, all exchange students will receive access to the IT system, i.e. they will receive an ESMT email address, access to the eLearning platform (Moodle), and access to the campus Wi-Fi network. They will also receive a student keycard for access and payment on campus, as well as a student ID card.

Questions?

Visit our website or contact us:

Website: <https://degrees.esmt.berlin/incoming-exchange-students>

Email: international-office@esmt.org

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