



Department International Relations

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*Partnerships, Outgoing
Students and Staff Mobility*

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Incoming Students

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You can also reach the International Relations Team at international@hhl.de.

TERM DATES (for 2023/24)

Spring 2023	March 13 – July 2, 2023	<i>incl. 1 week of orientation (mandatory)</i>
Summer 2023 (MBA only)	July 3 – September 10, 2023	<i>incl. exams and orientation (mandatory)</i>
Fall 2023	September 4 – December 24, 2023	<i>incl. exams and orientation (mandatory)</i>
Winter 2024	January 8 – March 17, 2024	<i>incl. exams and orientation (mandatory)</i>
Spring 2024	March 11 – June 30, 2024	<i>incl. exams and orientation (mandatory)</i>
Summer 2024 (MBA only)	July 1 – September 8, 2024	<i>incl. exams and orientation (mandatory)</i>

We do not accept late arrivals!

Open for incoming exchange students:

MBA:	Fall (only 1 st year courses!) Winter Spring Summer
MSc Management:	Fall Winter Spring
MSc Entrepreneurship:	Fall Winter Spring

EXCHANGE APPLICATION

Nomination by the exchange coordinator of the partner school via email at Friederike.solga@hhl.de is required!

Online application: study.hhl.de After the successful online application, HHL will send out the admission documents by email to the students. These documents will contain all information and forms required for your exchange. It will contain also an official letter of acceptance (required for issuing a student visa).

Application deadline: For non-EU-citizens: 4 months prior the requested start of the exchange period (EU/US-citizens: 3 months).



EXPECTED ARRIVAL DATE

Latest day of arrival should be 1 day prior to the start of the Orientation (incl. in the dates above).
[We do not accept latecomers!](#)

COURSE RESTRICTIONS

MBA-Students coming for an exchange term may take courses from the MBA-program and from the MSc-Program. Courses in the MBA-program may be restricted to exchange students coming from a MBA-program at their home institution. HHL reserves the right to decide individually according to specific requirements such as pre-knowledge and work experience, whether students from other programs are eligible for MBA courses as well. Students coming from consecutive programs (usually a 4 or 5 years European program leading to an equivalent of a Masters degree) are welcome in the MSc-Program.

VISA

Student visa required; students coming with a tourist visa will be sent home. In addition, a health insurance (unlimited coverage) is required – can be obtained in Germany. Processing time for a visa can be up to three months at the German consulate!

HOUSING

HHL does not have student dormitories. Some dormitories are available on campus only through the Student Union (Studentenwerk) Leipzig. If you are interested in renting a student dorm, please contact the Student Union Leipzig directly (<http://www.studentenwerk-leipzig.de/en/housing>). Please note that dormitory places are very popular and apply as soon as possible.

Private Shared apartment: Leipzig has a lot of open living space available. Some apartments are fully furnished, others come without furniture. You should possibly look for a place in the following parts of the city: Zentrum, Zentrum Süd, Mitte, Lindenau, Südvorstadt, Plagwitz (these locations are close to school). Addresses to contact via Internet:

www.wg-gesucht.de | www.easywg.de | www.studenten-wg.de

The first few nights: For the first few nights in Leipzig – especially if you arrive late in the day – we recommend to stay in one of Leipzig's hostels. Hostel "Sleepy Lion": www.hostel-leipzig.de and hostel "Central Globetrotter": www.globetrotter-leipzig.de. You should make a reservation in advance since the hostels are usually booked.

HEALTH INSURANCE

When enrolling, students are required to present proof of coverage by a German health insurance carrier. Insurance coverage from outside Germany may fulfill requirements; a decision about this is under responsibility of a German public insurance company. Students who are from countries with which the Federal Republic of Germany has a social insurance agreement (the EU member states, Bosnia-Herzegovina, Croatia, Liechtenstein, Macedonia, Montenegro, Norway, Switzerland, Tunisia and Turkey), and who are insured in their home country, should submit their European Health Insurance Card (EHIC).



APPROXIMATE LIVING COSTS

Around EUR 650 per month – non-EU students must show financial proof of EUR 934 per month for living costs (together with the visa application).

- **Housing:** around EUR 200 – 350 per month
- **Meals:** lunch for students in the cafeteria between EUR 2,50 and 4,00
- **Textbooks:** around EUR 50 for the semester
- **Entertainment:** highly variable
- **Student Union fee:** around EUR 250 for the semester (required, subject to changes)
- **Transportation:** Included in the Student Union fee (public tram / bus)
- **Tuition fees:** students have to pay to the home university according to contracts

Codes for application:

- **For US-students:** HHL's FAFSA-Code is [G38183](#)
HHL's Facility Code at the US Dpt. of Veterans Affairs is [3-1-0003-80](#)
- **For EU Erasmus:** HHL's Erasmus Code is [DLeipzig09](#)

ACADEMIC REQUIREMENTS FOR EXCHANGE STUDENTS

- Exchange students are recommended to do 20 credits during a regular term. We require a [minimum of 15 credits](#) and allow a [maximum of 30 credits](#).
Only on request of the home university will exchange students be allowed to overload or underload our minimum/maximum limits.
- German on survival level is recommended (not required).
German language courses will be offered to all incoming exchange students on three levels:
 - ✓ [A1/A2](#)
 - ✓ [B1](#)
 - ✓ [Business German](#)
- **Fluency in English** to follow courses successfully and complete the coursework is mandatory!
 - ✓ [Language of Instruction is English](#) only
 - ✓ HHL requires a minimum [TOEFL 90](#) or [IELTS 7.0](#) (not older than 2 years)
 - ✓ **Exceptions:** Native English speakers coming from [Australia, Canada, New Zealand, Singapore, South Africa, UK, USA](#) or students having the undergraduate degree from one of these countries
 - ✓ [Partner Universities](#) having a [sound internal testing system for English](#), that prefer to use their internal testing methodology instead of the required TOEFL, please contact Friederike Solga at friederike.solga@hhl.de by the nomination deadline.



COURSES

Your students are free to choose courses from three different degrees: Master in Management, MBA and Master in Entrepreneurship.

HHL offers a variety of subjects in:

- ✓ Accounting
- ✓ Finance
- ✓ Strategy
- ✓ Marketing
- ✓ Logistics
- ✓ Entrepreneurship
- ✓ Internationalal Management
- ✓ Macroeconomics
- ✓ Microeconomics

CLASS SIZE

- Average class size: 23
- Ratio professor/students: 1:15

CLASS PROFILES

Fulltime MBA:

- Average age: 29
- Age range: 25 - 45
- Average work experience: 5,5 years
- Educational background: 26% Business Studies, 20% Engineering, 17% Economics, 14% Liberal Arts, 10% Natural Arts, 8% Others, 5% Law
- Average GMAT: 640
- Number of international students: 70-80%
- Average number of countries represented: 15

Fulltime MSc:

- Average age: 24
- Age range: 21 - 27
- Average work experience: 1.5 years
- Educational background: 27% Business Studies, 22% Business Administration, 22% International Business Studies/Management, 11% Economics, 6% Logistics Management, 6% Commerce, 6% Business Engineering
- Average GMAT: 640



ASSESSMENT AND GRADING

All subjects include different forms of assessment, such as class exercises, assignments, quizzes, tests or examinations. Individual students are, ultimately, responsible for meeting all course requirements.

German System	ECTS System	Explanation
≤ 1,1	A (best 10%)	outstanding
≤ 1,4	B (next 25%)	very good
≤ 1,7	C (next 30%)	good
≤ 2,3	D (next 25%)	satisfactory
≤ 4,0	E (next 10%)	pass
> 4,0	Fx	fail (second exam allowed)
> 4,0	F	fail (second exam not allowed)
	P	Grades not awarded

In order to assure all of our students the highest level of education, HHL requires all students to sign an Honor Code, which addresses academic integrity, respectful conduct, amongst other topics. HHL takes this code seriously and holds its students accountable to it.

KEY ATTRactions OF HHL

- HHL has the [right](#) by the government [to award](#) the academic title [PhD](#)



- Accreditation by [AACSB](#) (one out of eleven universities in Germany)
- Member of [gbsn](#), [efmd](#), [CLADEA](#) and [CEEMAN](#)
- Rated [No. 1](#) in Germany for Business Administration
- [High standard](#) with 30 to 40 students per semester out of more than 1,000 inquiries
- [Highly international](#) with 140 partners worldwide plus an international composition of the student body and faculty
- [Attractive environment](#) in a dynamic student city



STUDENT SERVICES AVAILABLE

- **ORIENTATION:** Orientation is compulsory for all students coming on exchange (One week in Fall, Spring and one day in Winter; dates included in the academic calendar above).
- **COUNSELING:** Counselling service and access to HHL's Career service
- **STUDENT CLUBS:** There are several student clubs run by the student body – have a look at our website.
- **ASSISTANCE:** All incoming exchange students will have assistance by [the International Committee](#). This club organizes several activities, cultural events and tours within Germany for the guest students.
- **LOCKERS:** are assigned to all students
- **IT SERVICES:** Exchange students will have access to all IT facilities including a personal HHL e-mail address. All computer pools are open 24 hours / 7 days.
- **LIBRARY:** is open to students and staff 24 hours a day. Containing some **15,000** volumes, it provides a wide range of basic literature and reference works for your course as well as specialist literature on current research topics. In addition, the library subscribes to some **200** national and international periodicals and newspapers. The entire stock is catalogued on the [Libero library system](#), which is known for its efficiency and user friendliness. Research into the library's catalogue can be carried out both within and outside HHL's network using a [WEBOPAC](#). In addition, our students have access to the library of the public university and to the "[Deutsche Bibliothek](#)". This library is unique in Germany, the collection consists of all what was ever printed in German, starting in 1913.
- **SPORTS CENTRE:** Leipzig Graduate School of Management is sharing the campus with the sport's school of the public university. We have agreed that our students can use the full range offered by the public university. For program details, please check at <http://www.uni-leipzig.de/sport/>
- **24 HOUR UNIVERSITY:** All facilities are accessible for students **24/7**