

# ESMT BERLIN



## EXCHANGE FACT SHEET

MBA Program

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](#).

## MBA program

The full-time MBA at ESMT Berlin is a 15-month program. Students start the program in January and complete all academic requirements by the middle of March the following year. From mid-September through to the end of the year, students will either take their electives at ESMT, or at a partner school. Domestic students are expected to earn 10 ECTS during this period.

## Key contacts before arrival

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

## Nomination, application and term dates

<b>MBA Electives in September -December 2024</b> Nomination deadline: 15 April 2024 Application deadline: 12 May 2024 Bid for electives: June/July	<b>Welcome Day</b> Autumn 2024: <b>Mid September 2024</b>  <b>Autumn 2024 Electives</b> Mid September – Mid 2024  Specific term dates will be published on our <a href="#">website</a> .
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## 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.

## Program timeline

The full-time MBA schedule is as follows:

- » January – May: core program and leadership skills development
- » June – mid-July: specialisation tracks (Strategic Leadership, Innovation and Entrepreneurship, Managerial Analytics)
- » Mid-July – mid-September: internship, social impact project, or language skills development
- » Mid-September – December: elective period or international exchange
- » January – March: final consulting project

## Course selection

Exchange students will take part in a competitive bidding process to select electives; they can bid for up to 10 ECTS (the same as domestic students).

While the number of credits a student is required to take are defined by the home school, we recommend students commit to spending at least six weeks at ESMT Berlin.

The electives offered by ESMT are predominantly 2 ECTS courses. In a 2 ECTS elective, students join twelve (12) 80-minute sessions with faculty. For each hour of faculty time, students should expect an additional 2-4 hours of additional independent study and/or group work.

Below are *examples* of the electives offered to the incoming MBA exchange students. These are subject to change; the final list will be confirmed at the application stage.

- Design Thinking, 2 ECTS
- Quantitative Methods in Marketing, 2 ECTS
- Entrepreneurial Strategy, 2 ECTS
- Global Strategies of Industrial Champions, 2 ECTS
- Leading Diversity, 2 ECTS
- Sustainable Energy Future, 2 ECTS
- Social Side of Business, 2 ECTS
- Global Economy and Politics, 2 ECTS
- Start Up Challenge, 4 ECTS
- Global Network for Advanced Management [Network Week](#): Sustainable Finance, 2 ECTS

## Term timings and credits

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 Day and select courses spread out throughout the whole term.

## 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

Depending on the topic, classes are typically comprised of lectures, guest speakers, case studies, group work, and individual assignments.

## 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, or currently are exclusively taught in English, do not need to submit an English proficiency test.

## German course

Depending on class availability, incoming students may enroll into credit bearing German course at one of our partner language schools. This option will be confirmed at the time of course selection.

## 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](http://www.bahn.com), the German national train company.

**Travel by bus:** Look at [www.flixbus.com](http://www.flixbus.com), [www.berlinlinienbus.de](http://www.berlinlinienbus.de), [www.eurolines.com](http://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, students 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
<b>Insurance</b>	
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](mailto: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](mailto:international-office@esmt.org)

Phone: +49 30 212 31 1414