



INTERNATIONAL
SCHOOL OF MANAGEMENT



INTERNATIONAL SCHOOL OF MANAGEMENT

Information Guide for
International Students

WILLKOMMEN AN DER ISM!



We are happy to have you here
and hope your time with us will be
a most rewarding and fun experience for you!

This guide gives you an overview of what you need to know for
your stay at the ISM.

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Dear student,

Thank you very much for your interest in the International School of Management (ISM) Dortmund. We are a private, state recognized university of applied sciences which provides students with practical and career focused education.

This study guide has been designed not only for students who take part in the Erasmus/ Socrates -or any other- exchange program, but also for independent study abroad students. We want to offer you an interesting, successful and memorable study abroad program in Germany and hope that you will settle down well in Dortmund and integrate into the ISM community. This study guide will provide you with helpful information on the academic program as well as general information on the ISM and the city of Dortmund.

When applying to the ISM please make sure that you meet all deadlines. Applications received after the official deadline cannot be accepted. Even though we are aware of the mail service not being always reliable, each student is still responsible for submitting all necessary application forms on time.

On the Intranet of the ISM (<http://www.ism-net.de>) you find information about courses, extra curricular activities, addresses of students etc. Full access to the ISMnet will be given to you after receiving your application form and contact details. If you, however, want to have a look at it before that, you can gain restricted accessibility. We also invite you to visit our official homepage at <http://www.ism.de>.

Please feel free to contact us personally whenever you want. We look forward to meeting you at the ISM!

Your ISM - International Office

Gertrud Schink, Carolin Krabs, Kathrin Ackermann, Amelie Bauer, Friederike Klemt

1 INTERNATIONAL OFFICE

CONTACT INFORMATION

Ms Gertrud Schink

Head International Office
Tel.: +49 (0)231 97 51 39 33
Fax: +49 (0)231 97 51 39 39
Email: gertrud.schink@ism.de



Ms Friederike Klemt

International Office, Erasmus/ Socrates Coordinator
Tel.: +49 (0)231 97 51 39 41
Fax: +49 (0)231 97 51 39 39
Email: friederike.klemt@ism.de



Ms Carolin Krabs

International Office, International Student Affairs
Tel.: +49 (0)231 97 51 39 40
Fax: +49 (0)231 97 51 39 39
Email: carolin.krabs@ism.de



Ms Kathrin Ackermann (in Frankfurt)

International Office, International Student Affairs
Tel.: +49 (0)69 66 05 93 67 33
Fax: +49 (0)69 66 05 93 67 39
Email: kathrin.ackermann@ism.de



Ms Amelie Bauer (in Munich)

International Office, International Student Affairs
Tel.: +49 (0)89 20 00 35 0 33
Fax: +49 (0)89 20 00 35 0 39
Email: amelie.bauer@ism.de



Institutional address:

International School of Management (ISM)
Otto - Hahn - Str. 19
44227 Dortmund
Germany

The International Office in Dortmund is located on the second floor of the ISM building (A209). From 10am to 4pm (or by appointment), the IO staff is available to assist you with all questions you might have.

2 ORGANISATIONAL ISSUES

2.1 Tuition Fees

For exchange students no tuition fees will incur. For (visiting) study abroad students the local tuition fees of 4.100€ per semester incur. For the intensive German language course prior to semester start, a fee of 280€ will be charged.

2.2 Application Process

Deadlines

If you would like to apply as an exchange student, you need to give a short notice to the International Office of the ISM as well as the International Office of your home institution, so that we can jointly organize your exchange semester with us. Please use the application form and fill in your personal data and requests. The ISM has two intakes per year: One in March and one in September. European students as well as students from the USA, Australia, Israel, Japan, Canada, New Zealand and South Korea need to apply to the ISM about 3 months before semester start. Please note: Overseas students from any other than the above countries, should apply no later than 5 months prior to semester start.

Language requirements for admitting international students

Students who would like to participate in courses of the German Bachelor study program must provide sufficient proof of their German language skills, certified at upper-intermediate level (minimum B2 of the Common European Framework of Reference for Languages) by their German teachers.

Students whose mother tongue is not English and who wish to enroll in English taught classes should provide us with a recommendation of their English teacher certifying very good oral and written English skills or a TOEFL with a score of 213 (computer based). Students with little or no German skills should participate in the German Intensive Course prior to semester start.

Visa Issues

Non EU-students and students from countries other than the USA, Australia, Israel, Japan, Canada, New Zealand, and South Korea who would like to study in Germany need an appropriate visa for entry. You need to apply for your student visa at the responsible German embassy or consulate in your home country. Please note: The entry with a tourist or visitor visa is not sufficient for study purposes!

The visa application has to state explicitly the reason for your stay in Germany (e.g. language course, studies, etc.).

In particular the following documents need to be attached to the visa application:

- Certification of acceptance of the ISM
- Proof of sufficient financial funds (for example with the help of the document "Verpflichtungserklärung" which you get from the German embassy if you have a person living in Germany)

For further information please contact the respective German consular mission abroad.

Health insurance

Students are required to bring proof of a valid health insurance policy. All students in Germany are obliged by law to hold such a policy. The German social security system generally treats German and foreign students alike, meaning that foreign students may apply for health insurance coverage by the "gesetzliche Krankenversicherungen" in Germany, currently available at a rate of about 60 Euros per month. Students from select countries (especially EU) may be eligible for a waiver. They need to obtain a proof of their health insurance coverage from their home insurance institution (i.e. European Health Insurance Card) and present it at one of the health insurance funds in Dortmund (see below), who will issue an insurance number and an insurance exemption certificate. Students must present this exemption certificate upon arrival at the ISM. International Students with private insurance coverage may also be waived the compulsory health insurance if they obtain a proof of coverage from their home insurance company translated into German that gives a detailed description of the content and scope of coverage. The health insurance company in Germany will examine this and may issue a waiver. NB: Please note that students over age 30 are not eligible for student health coverage by the German "gesetzliche Krankenversicherungen" and need to obtain private health insurance either in their home country or in Germany.

Tip: Mawista offers a monthly private health insurance for international students in Germany. Please have a look at www.mawista.com.

But also Care Concept has good offers. Please have a look at: <https://www.care-concept.de/krankenversicherung/gesetzliche-studentenversicherung/gesetzliche-studentenversicherung-antrag.php?vmnr=ZZMA120000@mail=ism@ism-dortmund.de>

2.3 Transport

We offer a pick-up service for all arrivals at airport Duesseldorf International (NOT Duesseldorf-Weeze), airport Dortmund and main train station Dortmund. You have to book this service not later than two weeks prior arrival. You will get a form which you have to fill out via email. The service costs 10 Euro per trip and per person. Please pay in cash when you meet the driver (German ISM students).

Flight Arrangements

In Germany the regular carrier is Lufthansa, especially for overseas flights. For flights within Europe, there are various budget airlines (such as Air Berlin, Easyjet and German Wings), which serve Dortmund-, Cologne-, and Duesseldorf airport. Please note that some of them only depart from selected destinations.

If you arrive from overseas, your destination airport usually is Frankfurt. We advise you not to book a transfer flight to Dortmund, as our train system is very effective and it will only take about 2 ½ hours from Frankfurt, 1 ½ from Cologne and 1 hour from Duesseldorf to Dortmund Central. Prices are also reasonable. For further information please see: www.bahn.de.

If you arrive in Dortmund you can take the airport express, which will take you to the city center of Dortmund within less than 30 minutes, one-way-tickets cost 5€. For further information please see: www.flughafen-dortmund.de. You can also take a taxi for about 25-30 Euros.

Local transport

Bus lines 462 and 465 serve the bus stop "J.-v.-Fraunhofer-Str.". It is approximately a 3 min. walk to the ISM. The S-Bahn stop "Universitaet" is about 10 min. away from the ISM.

Please check <http://www.vrr.de> for further information on local transport. Please note that you cannot obtain a Semester Ticket which allows free transport as a student of the ISM, because we are a private institution. However, there are other discount tickets available, e.g. the Young Ticket

http://www.vrr.de/de/tickets_und_tarife/vielfahrer/youngticket/index.php which enables you to use local/regional trains and buses at a cheaper rate.

After your arrival here at the ISM you will get the form for the Young Ticket in your welcome package.



2.4 Student ID (incl. Print-Outs)

Your student ID card can be collected at the International Office or during the IT Orientation. You will need to provide an electronically passport-sized photograph which you send via email to the International Office (carolin.krabs@ism.de). The student ID will enable you to get discounts on certain activities; such as local transportation, entrance fees and others. If you lose your student ID card you can order a new one at the IT Office (but then you have to pay 20 €).

Discounts with Student ID Card

Student ID card offers you the following discounts

- Mensa of the ISM: every meal discount of 1€
http://ism.de/de2/ism_services_speisekarte.php
- Disco "Nightrooms": Free Entrance
<http://www.nightrooms.de>
- Sports Centre "INsports Dortmund": monthly membership price of 30€ (without a year contract)
www.insports-dortmund.de

There is a white box next to the ISM Mensa where you can charge the card.

One normal black-and-white A4 copy costs 0,05€ and a colored A4 copy costs 0,20€. Your student ID card also enables you to enter the private parking area of the ISM. Additionally you have access to the other ISM building B with this card.

2.5 IT

There are three computer labs on the first floor that ISM students may use at any time during the regular opening hours of the building (exception: the bigger two of those labs may from time to time be booked for classes). IT and International Office staff will give you a brief introduction on how to proceed when using the ISM computers.

If your own notebook has a wireless LAN function you can access the internet from each spot in the school. The key to enter changes frequently and will be published in the ISMnet. If you have any problems with your wireless LAN connection please contact Jürgen Toens (juergen.toens@ism.de or just visit his office on the second floor).

Exchange and visiting students will be provided with an Email-account and a user name and password that provide access to all software programs available on the lab computers. Please note that the ISM has a highly developed intranet which is the main platform for information for both students and professors. You will also receive a username and password to enter this domain. As the lifeline to the ISM-community, the ISMnet displays such vital things as the curriculum, course registration forms, community contacts, apartment sharing, student clubs, events, party dates, etc..

All relevant information on your ISM accounts and passwords can be found on your personal Student Data Sheet.

Please note that the main communication is via email. So please check your ISM emails regularly. The ISM Email-account will be available two months after the semester, then we will delete the account.

2.6 Library

If you wish to find a quiet place to review your class notes, the recently modernized student library on the second floor, room A210 may be your place to be! The opening hours are Mondays to Thursdays from 8.30 – 19.00h and Fridays from 8.30 – 16.30h.

You can enter the OPAC catalogue via the ISMnet to search for books. If you would like to indulge in further self-study at home, you may borrow books overnight (you can borrow the book around closing hours of the library and return it the next morning around opening hours).

In case you want to purchase a textbook for your courses, you are able to benefit from the library discount (10% off): Simply check the [ISMnet>Medienshop](#) and click on the book you would like to order. Lecture scripts can be ordered at the online bookshop [\(ISM>Medienshop>Zum Shop\)](#) and picked up and paid for at the library. Every Wednesday Medienshop orders are sent to the printing company and should arrive the following Monday.



Books and scripts ordered online can be collected in the library. If you need advice our librarians Sabine Pillath-Guenther and Michelle Lau will be happy to help!

3 ACADEMIC ISSUES

3.1 Bachelor Program

3.1.1 Courses and Credits

The regular curriculum at the ISM is based on a considerable number of contact hours/classroom teachings. Students obtain 2 ECTS credits for a regular **“Vorlesung”** (10 units of 90 min. teaching) in German. The courses taught in English are all worth 5 ECTS as they have a more considerable workload out of class as papers and assignments would need to be written.

ISM-students and exchange/visiting students alike are required to attend classes at all times. **A class will only be considered as passed if attendance is higher than 80%. Otherwise we cannot award the credits.**

As an exchange (Erasmus) or visiting student you will choose your courses according to the academic requirements at your home university. If you need advice on your course choice, please contact the International Office. For each semester and group, you can consult the course timetable published in the new ISMnet. In your ISMnet profile, you should enter the group of which you will attend most of your classes (for example mainly 5 IM or 5 TEM or ISM Business Certificate (IBC)). As your class schedule changes **nearly every week**, please check your ISM email account very regularly as most changes are communicated via email and in the ISMnet.

Incoming students normally participate in the lectures (taught in German) of the 5th and 6th semester and in the ISM Business Certificate courses (taught in English). It is possible to choose lectures either of the fifth or sixth semester in all five specializations, International Management, Tourism/Event/Hospitality Management, Corporate Finance, Psychology & Management and Communications & Marketing. Just be aware that classes of different semesters and specializations might take place at the same time. **ISM Dortmund recommends to predominantly attend the lectures of one semester and one specialization.**

You will make your final course choice in mid of the semester in the ISMnet. But you can hand in your learning agreement upon arrival (a document from your home institution) in the International Office. The learning agreement needs to contain the name of the lecture, the number of ECTS and the semester in which the lecture is offered. You can add and drop courses during the first weeks or if a course has been canceled at short notice. **Of course you need to inform the International Office in writing of each amendment you may want to make.**

Optional foreign language courses such as Italian and Chinese may require a registration via the ISMnet. If you would like to choose extraordinary languages watch out for announcements on the ISMnet or get in touch with the study organization.

3.1.2 Semester dates

The fall semester 2011 will start on Monday, September 12th, 2011 and will end on December 20th, 2011. Your exams will take place within the last two weeks of the semester. The German Intensive Language course will take place prior to the semester start, from August 22nd until September 08th, 2011.

There is an orientation day on Friday, September 9th, 2011 which is mandatory.

The spring semester 2012 will start on Monday, March 19th, 2012 and will end on June 22nd, 2012. Your exams will take place within the two last weeks of the semester. The German Intensive Language course will take place prior to the semester start, from February 27th, 2012 until March 15th, 2012.

There is an orientation day on Friday, March 16th, 2012 which is mandatory.

3.1.3 Exams

Most coursework at the ISM is completed with a final exam. There are set dates for those exams which will be posted on the bulletin boards on the first floor or can be found in the ISMnet under the section "ISM> Prüfungssekretariat> Bachelor> Prüfungen> Semester 5 und 6".

3.1.4 Courses taught in German

Exchange students who come to the ISM with a command of German that allows them to follow classes and complete assignments in German usually study subjects offered in semesters 5 and 6, as this is the period at ISM when electives are offered. Below please find a list of all lectures taught in German at the ISM Dortmund during the 5th and 6th semester. Please be aware that not each subject is taught every semester and that there can be changes. An overview of the courses which are on offer will also be handed out during orientation day or beforehand via email. More information on each subject can be found on the ISMnet. For these courses you must provide sufficient proof of your German language skills, certified at upper-intermediate level (minimum B2 of the Common European Framework of Reference for Languages).

German Track (courses from semester 5 and 6 taught within the German Bachelor program):

When choosing your courses, please note that we can only guarantee that courses will not overlap if you choose from only ONE semester (f.ex. semester 5) and from ONE specialization area (f.ex. IM). Please note that this is the course offer for a whole academic year. You will receive an overview of the courses where you can see which courses are offered in which semester.

1. Business Reporting and Auditing	12. Medienmanagement
01,1 Konzernmanagement	12,1 Werbemanagement
01,2 International Accounting	12,2 New Media Management
01,3 Unternehmensbewertung	12,3 Broadcast Management
01,4 International Auditing	12,4 Medienrecht
2. Logistics & Operations Management	13. Journalismus und Public Relations
02,1 Internationale Logistiksysteme	13,1 Wirtschaftsjournalistik

02,2 Supply Chain Management	13,2 Journalistische Produktion
02,3 Internationale Verkehrslogistik	13,3 PR-Konzeption
02,4 Advanced Operations Management Methods	13,4 PR-Praxis
3. Controlling & Decision Support	14. Unternehmenskommunikation
03,1 Wertorientierte Unternehmenssteuerung	14,1 Interne Kommunikation
03,2 Strategisches Controlling	14,2 Corporate Identity & Corporate Image
03,3 Operatives Controlling	14,3 Global Communications
03,4 Controlling in multinationalen Unternehmen	14,4 Investor Relations
4. Finanzmanagement	15. Aviationmanagement
04,1 Portfolio- und Assetmanagement	15,1 Airline- und Airportmanagement
04,2 Venture Capital und Beteiligungsmanagement	15,2 Luftverkehrswirtschaft & -märkte
04,3 Mergers & Acquisitions	15,3 Luftverkehrspolitik & -organisationen
04,4 Internationales Finanzmanagement	15,4 Entrepreneurship & Business Development
6. Marketing	16. Corporate Finance
06,1 Marketingcontrolling	16,1 Corporate Finance im Mittelstand
06,2 Konsumentenverhalten und angewandte Marktforschung	16,2 Unternehmensrating
06,3 Kommunikations- und Markenmanagement	16,3 Refinanzierung und Bilanzstrukturierung
06,4 Internationaler Handel und Vertrieb	16,4 Einsatz von Derivaten
7. Unternehmensführung	17. Human Resource Management
07,1 Leadership & Motivation	17,1 Strategisches Personalmanagement & Personalcontrolling
07,2 Strategisches Management	17,2 Recruiting, Retention & Remuneration
07,3 Krisen- und Sanierungsmanagement	17,3 Schlüsselqualifikation & Selbstmanagement
07,4 Internationale Vertragsgestaltung	17,4 Legal Framework of International HR-Management
8. Tourism Management	18. Organisationspsychologie
08,1 Tourismusmärkte und Tourismuspolitik	18,1 Commitment, Health & Team
08,2 Strategisches Tourismusmanagement	18,2 Coaching und Conflict
08,3 Steuern in der Tourismus- und Eventbranche	18,3 Psychologische Diagnostik und Testtheorie
08,4 Businessplanung und Finanzmanagement	18,4 Personalentwicklung und Training
9. Eventmanagement	19. Consulting & Change
09,1 Strategisches Eventmanagement	19,1 Beratungsformen / Organisationsentwicklung
09,2 M.I.C.E.	19,2 Consulting-Instrumente und Maßnahmen
09,3 Event- und Tourismusrecht	19,3 Strukturierung von Beratungsprojekten
09,4 Operatives Controlling	19,4 Beratungsprojekt "HR-Consulting" / Marketingberatung
10. Health- & Sports Tourism	20. Markt- und Werbepsychologie
10,1 Health Tourism & Medical Wellness	20,1 Konzepte und Modelle der Markt- und Werbepsychologie
10,2 Sporttourismus: Ökonomie, Theorien und Konzepte	20,2 Werbegestaltung
10,3 Gesundheits- und Sportsoziologie	20,3 Neuromarketing and Other New Methods for Consumer Analysis
10,4 Operations Management	20,4 Psychologische Methoden der Datenerhebung u. -analyse
11. Hotel- und Food & Beverage Management	
11,1 Hotelmanagement	
11,2 Quality Management & CRM	
11,3 Food & Beverage Management	
11,4 Price Management	

3.1.5 Courses taught in English

To account for the increasing number of international students, the ISM offers the ISM Business Certificate fully taught in English and also welcomes international visiting professors teaching block seminars in English. We offer two different Business Certificates.

Core Business Subjects	Core Business Subjects
BLOCK I <ul style="list-style-type: none">• Strategic Market-Oriented Management (5 ECTS)• International Business Law (5 ECTS)• Project Management (5 ECTS)• Operations Management (5 ECTS)	BLOCK II <ul style="list-style-type: none">• Strategic Controlling (5 ECTS)• Crisis Management (5 ECTS)• Branding and Communication Management (5 ECTS)• Doing Business in a Global Economy (5 ECTS)
Specializations <ul style="list-style-type: none">• Tourism Track<ul style="list-style-type: none">• Strategic Tourism Management (5 ECTS)• International Tourism Markets (5 ECTS)• International Management Track<ul style="list-style-type: none">• Leading to high performance (5 ECTS)• Competitive Advantage (5 ECTS)• Finance Track<ul style="list-style-type: none">• Implementation of Derivatives (5 ECTS)• International Accounting in fall or International Auditing in spring (5 ECTS)• Communication Track<ul style="list-style-type: none">• Strategic PR (5 ECTS)• Intercultural Communication (5 ECTS)	

English Track (ISM Business Certificate):

The ISM Business Certificate consists of four core business subjects each bearing 5 ECTS. The core courses can be combined with two courses from one of the specialization tracks, also bearing 5 ECTS each. There are two different core blocks.

Core courses block 1:

Strategic Market-Oriented Management

The goal of this class is to provide the participants with a practical concept for synoptically strategic market-oriented business planning. Students will be equipped with all major tools of this concept, starting with analysis (internal & external environment), formulation of goals (normative and quantitative), formulation of strategies (generic, business unit, and functional) through to feedback & control mechanisms. Emphasis is put on the practical aspects of all important tools of the planning process, thus enabling students to transfer knowledge gained in class to real-life business scenarios (case studies).

Operations Management

Operations are at the core of every organization which creates goods or services. Whether in factories, restaurants, government institutions, marketing departments (the list can be extended almost endlessly), it is operations that generate the value for the customer. Therefore, a sound understanding of operations is crucial for almost any manager. The course employs lectures, class discussions, cases, virtual and real company site visits, computer-based modeling, and discussions with invited managers as learning methods.

International Business Law

The lecture International Business Law gives an overview of international mercantile and business law: Conflict of laws, international civil procedure, CISG, INCOTERMS, forms of credit, construction and building contracts, drafting BOT - contracts, arbitration, out of court mediation and product liability are the topics of the lectures. The lectures are combined with case study works reviewing legal perspectives of international business activities, including company law, joint ventures, franchising systems and mergers and acquisitions.

Project Management

The class Project Management focuses on management projects and advisory projects. Market research, business development, strategic planning, change management, promotion campaigning, and internationalization are examples of management and advisory projects. The reason for this focus is that young graduates today are expected to be able to deal with the typical complexities of management and advisory projects without dedicated prior training (e.g., in a role as assistant to the Managing Director). The skills taught are immediately applicable even before graduation, e.g., to manage student consulting workshop teams, or the writing of the final thesis. The course will be very hands-on, and students are required to go through a lot of exercises, mini cases, and team presentations.

Core courses block 2:

Branding and Communication Management

Students will develop an understanding of the significance of brands within today's competitive business environment. They will learn how to develop strong brands and how to communicate these using the increasingly wide variety of marketing communication instruments now available. The lectures are supported by real-life examples and case material to illustrate the theoretical concepts.

Crisis Management

Every company and tourist destination runs the risk of an unexpected crisis. Forward-thinking companies and organisations are practicing differentiated crisis management strategies. Proactive crisis management activities, for example, include forecasting potential crises, planning and how to deal with them, recovery instruments, etc. Crisis management in the face of a real crisis includes identifying the nature of a current crisis, intervening to minimize damage and finally the recovery from the crisis. Besides this, crisis management often includes a strong focus on public relations in order to limit the damages of the image and to assure the credibility towards customers and stakeholders.

The lecture will focus on the following aspects on an international scale: threats, risks, potential hazards, types of crisis, strategic approach to Crisis Management, organizational measures, Crisis Management instruments, case study.

Doing Business in a Global Economy

The focus will be on learning some theory with regards to the topics Globalization and Service, and its importance to us today. Discussions and debates will play an important role in this section of the course. The use of case studies and articles will be heavily relied on. Some of these cases will be much longer than those used in previous semester and so must be prepared before hand. You will also be expected to research short topics for discussion and use in class. As we try to build on what we have already done, management techniques already learnt will come into play again. On completion of "Doing Business in a Global Economy", students will have a better knowledge of Globalization and Service. They should be able to look at Globalization much more critically seeing the importance off and know some of the different types of Globalization. Not just looking at the positive aspects that it brings.

There knowledge with regards to service would have also increased and the importance of services in manufacturing companies should then be much clearer.

Students at the end of this course should be able to communicate more actively and confidently in discussion on the above topics.

Strategic Controlling

Strategic controlling is an essential part of a company controlling system .It is based on middle- and long-term considerations and focus on securing the long-term company survival und growth. Quantifiable as well as non quantifiable factors are comprised and especially environments of a company such as markets, competitor, and consumer behaviour are considered. Based on this framework strategies and concepts will be elaborated and implemented. Going in more detail the following contents are communicated: basic ideas of strategic controlling, company analysis and its environment, strategies of business segments, company strategies, value-based-controlling of strategies, controlling of strategies, methods of cooperate foresight, performance-measurement systems

Specializations (there can be changes)

Business Communication Track

Strategic PR

Intercultural Communication

International Management Track

Leading to High Performance

Competitive Advantage

Tourism and Event Track

International Tourism Markets

Strategic Tourism Management

Finance Track

International Accounting (only in the fall term)

International Auditing (only in the spring term)

Implementation of Derivatives

In addition to the ISM Business Certificate we will welcome visiting lecturers at ISM. These courses will be announced via email and you can sign up for them in the ISMnet.

3.2 Master Program

3.2.1 Courses and Credits

The regular curriculum at the ISM is based on a considerable number of contact hours/classroom teachings. Students obtain 2,5 ECTS credits for a regular **“Vorlesung”** (10 units of 90 min. teaching) in German or English.

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3.2.2 Semester dates

Master International Management program:

The **fall semester 2011** will start on Monday, September 12th, 2011 and will end on December 16th, 2011. Your exams will take place within the last two weeks of the semester. The German Intensive Language course will take place prior to the semester start, from August 22nd until September 08th, 2011.

There is an orientation day on Friday, September 9th, 2011 which is mandatory.

The **spring semester 2012** will start on Monday, April 10th, 2012 and will end on June 29th, 2012. Your exams will take place within the last two weeks of the semester. The German Intensive Language course will take place prior to the semester start, from February 27th, 2012 until March 15th, 2012.

There is an orientation day on Friday, March 16th, 2012 which is mandatory.

Master Strategic Marketing Management program:

There is no fall semester available for international students.

The **spring semester 2012** will start on Monday, April 10th, 2012 and will end on June 29th, 2012. Your exams will take place within the last two weeks of the semester. The German Intensive Language course will take place prior to the semester start, from February 27th, 2012 until March 15th, 2012.

There is an orientation day on Friday, March 16th, 2012 which is mandatory.

3.2.3 Exams

Most coursework at the ISM is completed with a final exam. There are set dates for those exams which will be posted on the bulletin boards on the first floor or can be found in the ISMnet under the section "ISM>Pruefungssekretariat>Master>Pruefungen".

3.2.4 Courses taught in English

Master International Management

1st semester (30,5 ECTS) - fall	2nd semester (25,5 ECTS) - spring
The Environment of the International Enterprise: <ul style="list-style-type: none"> - International Supply Chain (2,5 ECTS) - Financial Risk Management (2,5 ECTS) - International Business Law (2,5 ECTS) 	International Strategy & Business Development: <ul style="list-style-type: none"> - Strategic Management Tools & Processes (2,5 ECTS) - Business Planning & Modelling (2,5 ECTS) - Mergers & Acquisitions (2,5 ECTS)
Managing the International Enterprise: <ul style="list-style-type: none"> - Strategy & the International Enterprise (2,5 ECTS) - Organisation & Process Management (2,5 ECTS) - International Financial Reporting Standards (2,5 ECTS) 	International Marketing: <ul style="list-style-type: none"> - Marketing Strategies (2,5 ECTS) - Advanced Market Research & Statistics (2,5 ECTS) - Customer Relationship Marketing (2,5 ECTS)
General Management: <ul style="list-style-type: none"> - Project Management (2,5 ECTS) - International Business Game (2,5 ECTS) 	Soft & Communication Skills: <ul style="list-style-type: none"> - Management of Teams (5 ECTS) - Intercultural Communication (2,5 ECTS) - Language Training – German (3 ECTS)
Soft & Communication Skills: <ul style="list-style-type: none"> - Language Training – German (3 ECTS) - Executive Presentations (2,5 ECTS) - Leadership & Change Management (2,5 ECTS) - Negotiation & Communication Skills (2,5 ECTS) 	

Master Strategic Marketing Management

Spring term (22,5 ECTS)
Module 1: <ul style="list-style-type: none"> - Database Marketing (2,5 ECTS) - Direct Marketing (2,5 ECTS) - Online Marketing & Interactive Marketing (2,5 ECTS)
Module 2: <ul style="list-style-type: none"> - Price Management (2,5 ECTS) - ECR (2,5 ECTS) - E-Marketing (2,5 ECTS)
Module 3: <ul style="list-style-type: none"> - Leadership & Change Management (2,5 ECTS) - Business Ethics (2,5 ECTS) - Intercultural Communication (2,5 ECTS)

3.3 Papers and Presentations

If you would like to write a paper, please contact your professor to discuss a suitable topic in due time. Please be advised that you need to adhere to customary academic standards. When you use ideas and concepts that are not yours (books, journal articles, internet sources, etc.), you **must clearly** mark those sentences, paragraphs, and other data (graphs, tables, pictures, etc.) that are based on such sources and indicate the source on the bottom of the page as well as in full in the sources. If you use a website as a reference for your research, you need to note the full URL and the date you found this source. It is not allowed to work with "copy and paste"!!! Please be aware that professors will closely examine papers for a correct use of sources. It is best to consult the individual professor to see what kind of reference and citation style he or she would like you to use (Harvard style, etc.). Also you might be required to do presentations in class as method of examination.

Important: All papers need to be handed in at the Pruefungsamt (deadline to be announced). Either you hand in a hard copy or you send it via email to the lecturer – in this case please copy the Pruefungsamt (marlis.quinting@ism.de for Bachelor or anna.kleyn@ism.de for Master) into the email. Thank you! If you do a presentation instead of a paper you do not need to hand in the slides at the Pruefungsamt but only give it to the professor if he requires you to do so.

3.4 Language courses for exchange and visiting students

Foreign students can take part in a 3-week intensive German course prior to semester start. You will get 6 ECTS for the course if you pass the course successfully. Apart from that the ISM offers German classes throughout the whole semester. Please be aware that you need an upper/intermediate level of German to successfully pass the semester at the ISM and an upper/intermediate level of English to participate in the classes of the foreign lecturers and the ISM Business Certificate. If you wish to participate in Italian or Chinese classes please watch out for announcements on the ISMnet.

3.5 The ISMnet (Intranet of the ISM)

The ISMnet is the intranet of the ISM homepage and is designed for students, professors, staff and guests and contains important in-house information on academics, events etc.

The ISMnet is the internal part of the homepage and can be accessed on <http://www.ism-net.de>. This Information system is aimed at students, professors, staff and guests. On the ISMnet, internal information as well as the descriptions of the lectures is published. Limited access to the ISMnet is available before you get your Login and Password on your Student Data Sheet. The unrestricted access will be given to you after receiving your application form and contact details, especially your Email address.

The ISMnet is divided into different parts (e.g. Arbeitskreise, ISM, Teilnehmerlisten and Veranstaltungsplan). The front page contains new releases made by student clubs or administration. You also find the sign-in-lists (Teilnehmerlisten) you have for extra activities (e.g. of the Buddy Program) or language classes.

In the upper left corner it says 'Ihr Account'. There you can add or change your photo, write in the contact details you would like fellow students to use and write something about your life in the Lebenslauf. If you have a digital passport photograph of yourself please send it to simon.bettcher@ism.de.

Access to the ISMnet

The access to the ISMnet is available via <http://www.ism.de> or <http://www.ism-net.de> and requires internet access.

Every student has an individual Matrikelnummer and needs this to access the ISMnet. You will receive your Matrikelnummer via email together with your Student Data Sheet before you arrive in Dortmund. In case you forget your Matrikelnummer (it is also written on your Student ID) please contact the IT staff.

When you first sign in you use the password "init". In case you forgot your password click on "Passwort vergessen" and it will be sent to your ISM email address. So please do not forget both passwords at the same time ☺.



www.ism.de



www.ism-net.de

Section "Adressbuch" (Directory)

- Contains contact details and photos of ISM students
- You can change your own contact on the front page in the upper left corner "Ihr Account".

Section "Arbeitskreise (Working Groups)

- Provides information on all the available working groups.
- You can choose from student clubs which vary from "event working group" to "banking working group" etc.

Section "Forum"

- Is open for discussion on all kinds of topics
- Click on "Tauschen und Verkaufen" to access the ISM online flea market

Section "Wohnungsbörse" (Housing Market)

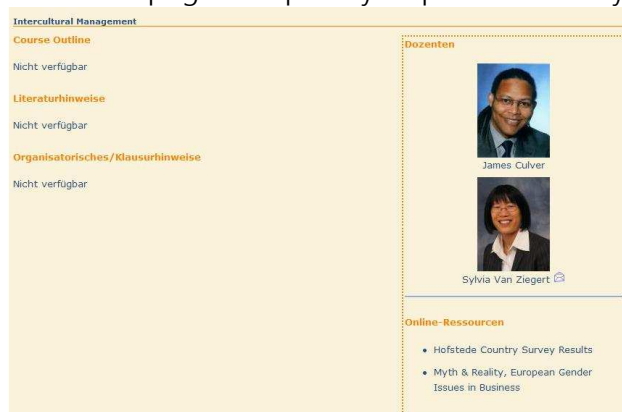
- Shows available apartments offered by other students
- You can enter apartment requests and offers

Section "Mitfahrzentrale" (Car Sharing Agency)

- You can enter lift offers and requests
- This offers you mobility even if you don't have a car and it's a good way to save money!

Section "Veranstaltungen" (Studies & Courses)

- On the front page of this section, courses and professors of your semester are shown. When you click on a course you see a description as well as all the available scripts or extra information you can download. Furthermore you can see which books the professor suggests or requires you to read and some even have a forum for discussions and questions. Check the individual pages frequently as professors may add information.



Section “Medienshop”

- You can order books and scripts here. You just click on the name of the book and then “Zum Warenkorb hinzufuegen”. On the right side you can click on “Zum Warenkorb” so that you can see all your planned bookings. Finally you have to click on “Bestellung abschließen” to order your books and scripts. After some days you can collect them from the library.

Section “ISM”

- This section is again divided into different subsections which you can choose by clicking on ‘ISM’.

Bibliothek (Library)

- You can enter the OPAC system from here, which enables you to quickly find the literature you need for papers etc. The library comprises about 5000 books and literature.
- On this page you also find a document explaining you how to proceed when you want to borrow a book.
- You can keep books only over the weekends and overnight (from 16.00 to 8.30 the following day. Exceptions can be made during the examination period.)

Career Centre

- Here you can find job and internship offers
- Internship reports of ISM students
- Link library with useful links to companies and the chamber of industry and commerce
- Instruction and advice on how to write a “Lebenslauf” or letter of motivation

International Office

- If you click on “Meldungen anzeigen” (messages) you can find recent announcements (on foreign lecturers for instance)
- On “Downloads anzeigen” you can download presentations on exchange programs etc..
- You also find a list of all partner universities and their evaluation by students as well as independent rankings
- Link library for information concerning exchange programs
- If you click on “FAQ anzeigen” you will find different tips and information for you study abroad semester at ISM

Systemadministration (IT)

- If you click on “FAQ anzeigen” you find various instructions, e.g. on wireless LAN configurations, on the printing system and the link to check how much money is left on your printing account.

Pruefungssekretariat (Examinations Office / Registrar)

- Information about procedure of exams
- Dates and results of exams

- Examination regulations

Studienorganisation (Study Organisation)

- Timetables for the MBA-students
- Group arrangements for language classes etc.

Sekretariat (Registrars Office & Student Services)

- You can download various documents (rules of the house, rules on scholarships etc.)
- Lost and found area
- Frequently asked questions (e.g. on the application procedure with the ISM)

Studentenvertretung (Student Council)

- Here you find all information about the representatives of the student body
- Student projects
- Newsletter
- Announcements (Parties, Student meetings etc.)

4 SOCIAL LIFE & ACTIVITIES

4.1 Buddy Program

The Buddy Program is designed to support you, our incoming exchange or visiting students. Designated ISM students, called Buddies, will help you to settle into your "German life". This means they will start getting in contact with you before your arrival. But that's not all! As a group, we will go on trips and spend evenings together so we can use a fun and interesting surrounding to get to know each other in a better way. For all trips and events you can sign in the ISMnet ("Teilnehmerlisten"). This procedure is explained to you later...

Please note that all events/activities of the Buddy program are private events/activities so that the university's coverage does not apply. It is not covered under the university's policy. Please make sure to have adequate insurances.

4.2 Student Clubs and Extracurricular Activities

ISM-students have founded a number of student clubs. Variety ranges from consulting (ConsultISM) and tourism (AK TourISM) to politics (PolitISM) and finance (AK Banking). You will find more information on these clubs and their activities on the ISMnet> Arbeitskreise. Please contact the spokesperson of each club if you are interested in joining for the time of your stay or participate in one of their activities.

Many ISM-students are notorious party animals ☺. You will not miss any party as the party committee will put up announcements everywhere in the building. ISM parties are normally on Thursdays which does not mean that ISM students are not partying the other days as well. These parties are a great chance to meet local students and have good fun!

4.3 Running Dinner

The running dinner is one of the most popular events among students and takes place every semester. After the announcement (which again is very hard to miss) you sign up at the office of the student body and decide if you want to be a cook or a driver. As an example let us say you are a girl and a driver. This means you will be paired with a guy who will make his kitchen available for the two of you to cook the starter, the main dish or the desert (This will also be decided by the Studentenvertretung). For the dish you cook, two other "couples" will arrive. (But you do not know who!) For the other two dishes you drive to someone else's house where, again, two other "couples" will be.

It is a great chance to meet a lot of people and to talk to lecturers and staff in a different surrounding as they participate as well. Following the eating marathon there is always the best party of the semester and the next morning it is often seen that some students and even some lecturers go to the first class straight from the party. So do not miss it!



4.4 Cafeteria and Vending Machines

The ISM cafeteria is usually open between 8 am and 3 pm (lunch hours are 11:30 am to 2:30 pm). The lunch menu varies daily (the menu is available at www.ism.de> ISM>Services>Cafeteria>Aktuelle Speisekarte) or directly in the Mensa for the respective week). ISM students receive a 1€ discount on the shown prices if they show their Student ID at purchase. A vegetarian dish is also available.

There is a soda and a candy vending machine in the staircase next to the Audimax. These machines have proven life-saving when having a long day at the ISM.

4.5 Student life in Dortmund



The City of Dortmund - A short portrait

The strength of the city of Dortmund is expressed most clearly in its variety. Quality of life is influenced by a rich vein of cultural and sporting offers (Dortmund is home to Borussia Dortmund!!), wonderful parks and a city centre that offers every possible opportunity to shop and dine or chill out as well as a great deal of cultural events in the concert or opera house and theatres. Dortmund has an

excellent public transport network and infrastructure which connects the city not only to the neighboring cities of the Ruhr-Rhein area, but which also gets city-dwellers to the nearby countryside if they are looking for an out-of-town weekend escape. One of the biggest assets of Dortmund is its openness: living in the heart of Westphalia and the 'Ruhrpott', Dortmunders are very approachable and cheery folks who will make you feel welcome in their city. For further information please see: www.dortmund.de and http://www.flydortmund.com/daten/in2_5_1.php

Art&Culture

Dortmund has a thriving arts and cultural scene. There are museums with interesting collections and top-class special exhibitions. There are theatres, the Opera House, countless variety theatres and the new Concert Hall. All offer entertainment at the highest level -whatever your taste, whatever your age and whatever your budget.

Museums

Museum of Art and Cultural History
Natural Science Museum
Ostwall Museum
Romberg Park Gate House

Churches

St. Mary's Church (protestant)
St. Petri Church (protestant)
St. Reinoldi Church (protestant)/Emperor's Bell

Industrial Heritage

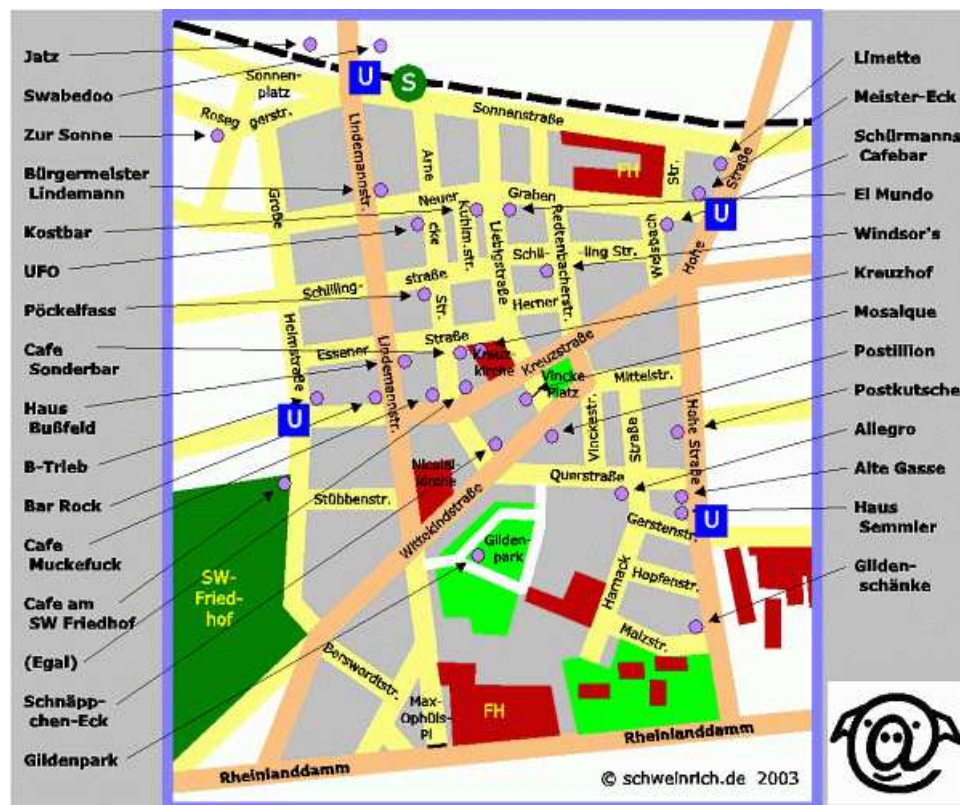
The "Hansa" Coking Plant
The Port and Port Authority Building
The Westphalian Industrial Museum
Union Brewery

Music, Theater & Entertainment

Dortmund Concert Hall
Dortmund Theatre: The Opera House
Dortmund Theatre: The Playhouse
Fletch Bizzel Variety Theatre

Night life & Going out

The Kreuzviertel in Dortmund is a very popular place to go out among ISM students. Below you find a map, which indicates all pubs and bars. Enjoy!



Restaurants

Carlos
Benninghofer Str.146a
44269 Dortmund
Food: Portuguese
Price range: low
Specials: Char-grilled
Specialities
Telephone: 0231-9612515
www.carlos-dortmund.de

Yangtse
Steinstr.44
44147 Dortmund
Food: Chinese, Mongolian
Price range: mid
Specials: Rich buffet
Telephone: 0231-1897348
www.yangtse-restaurant.de

Rigoletto
Kleppingstr.9-11
44135 Dortmund
Food: Italian
Price range: mid
Specials: very rich Brunch buffet
Telephone: 0231-1504431
www.rigoletto-dortmund.de

Divan

Stockumer Str.404
44227 Dortmund
Food: Turkish
Price range: low
Specials: Doner Kebab, Pizza,
Green tea
Telephone: 0231-7757795
www.divan-deutschland.de

Wiewaldi

Baroper Str.235
44227 Dortmund
Food: Mediterranean,
Portuguese
Price range: mid
Specials: changing art
exhibitions
Telephone: 0231-754226
www.wiewaldi.eu

Artemis

Ruhrallee 52
44139 Dortmund
Food: Greek
Price range: mid
Specials: Greek Specialities
Telephone: 0231-127022

Mongo's

Lindemannstr.78
44137 Dortmund
Food: Asian, International
Price range: mid
Specials: Meat specialities, Live
cooking
Telephone: 0231-5844950
www.mongos.de

Cava

Lindemannstr.77
44137 Dortmund
Food: Mediterranean

Price range: upper
Specials: noble, delicious food,
friendly service
Telephone: 0231-9503957
www.cava-mediterran.de

Pizzeria Bei Umberto

Stockumer Str.398
44227 Dortmund
Food: Italian
Price range: mid
Specials: Pasta Beer garden
Telephone: 0231-754371

Vapiano

Silberstr.22
44137 Dortmund
Food: Italian
Price range: mid
Specials: Antipasti, Pizza, Pasta,
Bar
Telephone: 0231-1206362
www.vapiano.de

Zum Treppchen

Faßstr.21
44263 Dortmund
Food: Traditional German
cuisine
Price range: mid
Specials: Historical Restaurant

Telephone: 0231-4968065
www.zum-treppchen.de

Weber's Rippchenbraterei

Bockenfelder Str.234
44388 Dortmund
Food: Loin ribs
Price range: mid
Specials: Fresh&juicy loin ribs
Telephone: 0231-694001
www.rippchenbraterei.de

Pubs and Bars

Alex

Ostenhellweg 18
44135 Dortmund
Size: approx. 200 people
Music: Charts, Rock, Pop
Specials: huge outdoor area,
cocktails
Telephone: 0231-5897850
www.alexgastro.de

Café Atlantico

Weißburger Str.35
44135 Dortmund
Size: approx. 300 people
Music: Charts, Rock, Pop
Specials: Beer garden,
Tuesdays: Cocktails from 4€
Telephone: 0231-524080
www.atlantico-cafe.de

Carlton im Ellipson

Ruhrallee 9
44139 Dortmund
Size: approx. 150 people
Music: mixed
Specials: Beer garden,
sometimes Live music
Telephone: 0231-5522420
www.carlton-bistro.de

B-Trieb

Kreuzstr.103
44137 Dortmund
Size: approx. 100 people
Music: Charts, Rock, Pop
Specials: Beer garden, Wide
range of food
Telephone: 0231-122940
www.b-trieb.de

Campo del Sol

Baroper Str. 316
44227 Dortmund
Size: approx. 150 people
Music: Rock, Pop
Specials: Board games,
Cocktails
Telephone: 0180-3858590873
www.campodelsol.de

Come in

Olpe 33
44135 Dortmund
Size: approx. 200 people
Music: Charts, Pop
Specials: wide range of beer,
parties regularly
Telephone: 0231-572723

Boomerang

Kuckelke 20
44135 Dortmund
Size: approx. 250 people
Music: Pop, Charts
Specials: Australian food,
Cocktails, Peanuts
Telephone: 0231-5862911
www.boomerang-do.de

Collins Club

Kuckelke 10
44135 Dortmund
Size: approx. 70 people
Music: mixed, Charts
Specials: Beer garden, Cocktails

Telephone: 0172-2002045
www.collinsclub.de

CU-Bar

Kampstr.41
44137 Dortmund
Size: approx. 200 people
Music: mixed
Specials: Partyroom in the
basement, big screen
Telephone: 0231-9504948
www.cu-bar.de

Chinba
Kleppingstr.24
44135 Dortmund
Size: approx. 100 people
Music: mixed
Specials: Cocktails, Warm Food

Telephone: 0231-1858980

Café Einstein
Josephstr.21
44137 Dortmund
Size: 200 people
Music: mostly 80's Music
Specials: Live Soccer Coverage,
Wednesdays Students' day
Telephone: 0231-147230
www.troedler-einstein.de

Edward's
Kleppingstr.37
44135 Dortmund
Size: 200 people
Music: mixed
Specials: Coffee bar, Wlan,
Wednesdays & Fridays Cocktail
night
Telephone: 0231-5898302
www.edwards-web.com

Hofbräu an der Syburg
Hohensyburgstr.181
44265 Dortmund
Size: 250 people
Music: proper to rock
Specials: Fridays & Saturdays:
Cottage parties, Bavarian Food
Telephone: 0231-4753060
www.hofbraeu-syburg.de

Kraftstoff
Augustastr.2-4
44137 Dortmund
Size: 150 people
Music: Rock, alternative music
Specials: Beer garden, Foosball,
Cocktails
Telephone: 0231-161395
www.kraftstoff-dortmund.de

Wenker's
Betenstr.1
44137 Dortmund
Size: 400 people
Music: mixed, Pop, Rock
Specials: draught Weissbier,
Cocktails
Telephone: 0231-527548
www.wenkers.de

Café Corso
Adlerstr.83
44137 Dortmund
Size: approx. 80 people
Music: mixed
Specials: Beer garden

Telephone: 0231-162575

Cuisine du Monde
Westenhellweg 132
44137 Dortmund
Size: 100 people
Music: Charts, Rock, Pop
Specials: Saturdays Live Music,
Cocktails
Telephone: 0231-1899085
www.cuisine-du-monde.de

Hicc Up
Wittener Str.205
44149 Dortmund
Size: 300 people
Music: Rock, Pop
Specials: Billiards, Foosball,
Darts, variety of Whiskeys
Telephone: 0231-5890162
www.hicc-up.de

Hövels
Hoher Wall 5-7
44137 Dortmund
Size: 200 people
Music: mixed
Specials: variety of beers,
Sundays: Brunch
Telephone: 0231-9145470
www.hoevels-hausbrauerei.de

Limericks Irish Pub
Kampstr.45
44137 Dortmund
Size: 400 people
Music: mixed 60's – 90's music
Specials: Beer garden, Darts,
Tuesdays: Whiskey night
Telephone: 0231-160175
www.limericks-irish-pub.de

Gänsemarkt
Schuhhof 8
44137 Dortmund
Size: 100 people
Music: mixed, Charts
Specials: Live Soccer Coverage
Telephone: 0231-526677

Cotton's
Markt 5
44137 Dortmund
Size: approx. 150 people
Music: mixed
Specials: Beer garden, Spanish-
Italian Food
Telephone: 0231-5860049

Domicil Jazzclub
Hansastr.7-11
44137 Dortmund
Size: 300 people
Music: Jazz, mixed
Specials: Concerts, Parties,
Lounge
Telephone: 0231-8629030
www.domicil-dortmund.de

Platz an der Sonne
Gutenbergstr.38
44139 Dortmund
Size: 200 people
Music: mixed
Specials: Foosball, Cocktails,
Wednesdays: 0,4l draught beer
1€
Telephone: 0231-5863729
www.platzandersonne.net

Barrock
Kreuzstr.87
44137 Dortmund
Size: 200 people
Music: Charts, Rock
Specials: Beer garden
Telephone: 0231-2063221
www.barrock-dortmund.de

Las Salinas
Kleppingstr.9-11
44135 Dortmund
Size: 150 people
Music: Spanish Music
Specials: Spanish Food,
Cocktails
Telephone: 0231-5863637
www.cafe-tapasbar-lassalinas.de

Sissikingkong
Landwehrstr.17
44147 Dortmund
Size: 200 people
Music: Rock, mixed
Specials: Club in the basement,
Cocktails
Telephone: 0231-7282578
www.sissikingkong.de

HappyHappyDingDong

Hohe Str.88
44139 Dortmund
Size: 200 people
Music: Rock, Indie, Metal
Specials: Whiskey specialities,
Fastfood, Karaoke
Telephone: 0231-5893626
www.happyhappydingdong.de

Road Stop

Hohensyburgstr.169
44265 Dortmund
Size: 500 people
Music: mixed, Rock
Specials: Cocktails, American
Food, Beer garden
Telephone: 0231-4882660
www.roadstop.de

Students' Pubs

Eastend

Ostenbergstr. 99
44227 Dortmund
Opening hours: Monday, 9 pm
Price per beer: 1€ for 0,5 l
bottle
Specials: Complimentary Chips
& Flips
www.ostenberg.de

Figgestube

Emil-Figge-Straße (Haus 35)
44227 Dortmund
Opening hours: Tuesdays,
Sundays
Specials: properly
www.nef.wh.uni-dortmund.de

Clubs

Nightrooms

Hansastr.5
44137 Dortmund
Music: House, Techno, Charts,
Party, 80's Music
Specials: Parties regularly

Telephone: 0231-1655430
www.nightrooms.de

Suite 023

Schwanenwall 23
44135 Dortmund
Music: House, Techno, Britpop,
Rock, Pop
Specials: Thursdays: Students'
Party, often known DJ's
Telephone: 0231-1338930
www.suite023.de

Q-Bar

Ludwistr. 8-10
44135 Dortmund
Size: 200 people
Music: Charts
Specials: Beer garden,
Cocktails, karaoke parties
Telephone: 0172-5682045
www.q-bar-dortmund.de

Stade Live

Betenstr.3
44137 Dortmund
Size: 350 people
Music: Oldies, Party
Specials: Beer garden,
Cocktails, Karaoke
Telephone: 0231-575747
www.bierhaus-stade.de

Spunk

Vogelpothsweg.92
44227 Dortmund
Opening hours: Wed., 8 pm
Price per beer: 1€ for 0,3l
draught beer
Specials: 8-9 pm: Cocktails for
2€
www.dorf.de

Klub

Meitnerweg 4
44227 Dortmund
Opening hours:Thursdays, 9
pm
Specials: many different parties
www.meitnerweg.de

Sixx.PM

Martinstr.10a
44137 Dortmund
Music: Alternative, charts, Rock,
Pop, House
Specials: often known DJ's,
parties regularly
Telephone: 0231-2266503
www.sixx-pm.de

Prisma Nachterlebniswelt

Deutsche Str.6
44339 Dortmund
Music: House, Techno, Charts,
Soul, R&B
Specials: Parties regularly,
Fridays: Buffet
Telephone: 0231-9867961
www.prisma-nachterlebniswelt.de

Solendo Strandbar

Speicherstr.2a
44147 Dortmund
Size: 500 people
Music: mixed
Specials: Live Soccer Coverage,
Beachbar
Telephone: 0231-8821382
www.solendo.de

Baröpchen

Emil-Figge-Straße (Haus 9)
44227 Dortmund
Opening hours: Thursdays,9pm
Price per beer: 1€ for 0,5l
bottle
Specials: special weeks

www.aef.wh.uni-dortmund.de

Yps Kellerbar

Baroperstr.334
44227 Dortmund
Opening hours: Tuesdays, 8.30
pm
Specials: sometimes food
bp.wh.uni-dortmund.de

Village

Westenhellweg 85
44137 Dortmund
Music: House, Techno, Charts,
HipHop
Specials: 2 areas, Bistro,
Fridays: 40€ for 22€
Telephone: 0231-149084
www.diskotheek-village.de

zuHouse.Club

Martinstr.10
44137 Dortmund
Music: Electronic, House

Specials: often known DJ's,
outdoor area
Telephone: 0231-2266506
www.zuhouse-club.de

Keller

Geschwister-Scholl-Str.24
44135 Dortmund
Music: Electronic, HipHop, Pop,
Rock, House
Specials: Foosball, Flipper
machine, Theme parties
www.im-keller.de

Penny Lane

Westenhellweg 136
44137 Dortmund
Music: Rock, Pop, Oldies,
60's, 70's & 80's Music
Specials: Oldies, Wednesdays:
AfterWorkParty
Telephone: 0231-1505963

Supermarkets

Lidl, Baroper Kirchsweg 30, 44227 Dortmund-Eichlinghofen, open: Mo- Sa 8h -20h

Aldi, Indupark

Real, Indupark

Kaufland, Luisenglueck 43, 44225 Dortmund- Hombruch, open: Mo- Sa 8h – 22h

Rewe, Harkortstraße 35, 44225 Dortmund- Hombruch

Plus, Stockumer Straße 241, 44225 Dortmund- Barop,
Stockumer Straße 401, 44227 Dortmund- Eichlinghofen

Shopping

In the city center of Dortmund you will find all kinds of shops.

Westenhellweg: Peek & Cloppenburg (clothes), H&M (clothes), Mango (clothes), Zara (clothes), Karstadt (department store), Galeria Kaufhof (department store), Saturn (electronics), Mayersche Buchhandlung and Thalia (books)

Ostenhellweg: C&A (clothes), Olymp & Hades (clothes), Bijous Brigitte (accessoires), Buttlers, Nanu Nana

If you need beddings or stuff for the kitchen, you can buy it here for a very cheap price:

Kodi - in the city centre Hansastr. 20-22, opening hours: MO-FR, 09:00 - 19:30, SA: 09:30 - 17:00), www.kodi.de

TEDi/1€-Laden - in the city centre, Ostenhellweg

Ikea - in the "Indupark", opening hours: MO – SA, 10:00 - 21:00

4.6 How to open a bank account

The Sparkasse Dortmund has a branch near the University of Dortmund where students can open a bank account just for one semester. It is important to make an appointment.

It is important to make an appointment. You can talk to Mr Christian Schlosser.

Please bring the following papers with you: passport, student ID card and the residence permit.

Sparkasse Dortmund, Geschäftsstelle Uni
Vogelpothsweg 74 (opposite to „Sonnendeck“)
44137 Dortmund

Tel. (0231) 183-22644

Fax. (0231) 183-46199

info@sparkasse-dortmund.de

www.sparkasse-dortmund.de

Office Hours: Monday - Friday 8:00 - 18:00



4.7 Car rental

There are different car rentals available. One cheap car rental office is Europcar which is also available in Dortmund (main train station and airport):

Please check: www.europcar.de

Dortmund Flughafen/Airport: Flughafenring 1
Ankunft/Arrival – Ebene/Floor 0
44139 Dortmund Wickede
Tel.: 0049-231-9271140
Opening hours: MO-FR: 07:00 – 22:45
SA/SU: 08:00 – 22:45

4.8 Mobile Phones

If you want to use your mobile phone in Germany, it is probably cheapest to switch to a German provider and get a prepaid card. For a first overview, here is a table of some of the cheapest offers available.

	Fonic	Tchibo	Simyo	Blau.de	Medion Aldi Talk
Cost of Card	19,99	9,95	19,95	19,00	14,99
Included Credit	10,00	1,00	10,00	10,00	10,00
Valid for	6 month	12 month	6 month	6 month	6 month

Invoice Pulsing	60/60	60/1	60/60	60/60	60/1
Costs for Calls					
Landline	0,09	0,15	0,099	0,099	0,13
Mobile Network	0,09	0,15	0,099	0,099	0,13
On-net	0,09	0,15	0,099	0,099	0,13
Access to Voicemail	free	free	Free	free	Free
Other					
Text messages	0.09	0,15	0,099	0,099	0,13
Net	O2	O2	E-Plus	E-Plus	E-Plus
Distribution	Website, Lidl Stores	Tchibo Stores, Tchibo online	Simyo website	www.blau.de, Real and Plus Stores	Aldi stores

In Dortmund you can find all of these stores in the city centre and even close to the ISM. Here are the addresses:

City Center:

Lidl:

Erwinstraße 47, 44147 Dortmund/Mitte

Muensterstraße 51, 44145 Dortmund/Mitte

Borsigstr. 6, 44145 Dortmund

Tremoniastraße 26, 44137 Dortmund-Kreuzviertel/Mitte

Kaiserstraße 182-190, 44143 Dortmund

Tchibo:

Harkortstrasse 78, 44225 Dortmund , Tel.: 0231/711921

Hermannstrasse 48 – 50, 44263 Dortmund, Tel.: 0231/412989

Westenhellweg 22. 44137 Dortmund , Tel.: 0231/521192

Plus:

Lindemannstr. 14, 44137 Dortmund

Rheinische Str. 41, 44137 Dortmund

Hohe Str. 28 A, 44139 Dortmund

Rheinische Str. 84, 44137 Dortmund

Aldi:

Westenhellweg/Kolpingstr., 44137 Dortmund Mon-Fri: 9.30am-8pm, Sat: 9am-6pm

Near ISM:

Lidl: Kieferstraße 19-21, 44225 Dortmund

Plus:

Kruckeler Str. 264, 44227 Dortmund

Stockumer Str. 241, 44225 Dortmund

Aldi:

Kruckeler Str. 266, 44227 Dortmund, Mon-Fri: 8am-8pm, Sat: 8am-6pm

You can also buy a combination package of prepaid card and mobile phone (for example if your own mobile phone is locked). There are some great offers in mobile phone stores:

T-Mobile (D1): Westenhellweg in the city centre

O2: Westenhellweg in the city centre

E-Plus: Westenhellweg in the city centre

Saturn: Westenhellweg in the city centre (this is a multimedia store and sometimes they have a cheaper price compared to the mobile phone stores)

4.9 Electrical Outlets

Electrical outlets in Germany usually give 220/230 **Volt** alternating current (AC). This may be different from that in your country. Check the appliances you bring with you to be sure they will work at the above voltages. Appliance plugs might also be different from the ones you have in your country. Converters can be purchased that will adapt your appliance's plug to the German standard.

4.10 Car park at ISM

If you have a car and you arrive at ISM by car, we have a car park next to the ISM. The car park is secured by a gate which can be opened by using the student ID card. Please note that you have to park in the parking spaces. Unfortunately the car park is always very full and students use the middle lines. If you park behind other cars, please put your mobile number behind the windscreen, so that the other students can call you if they want to leave the car park (please use vibration alert during classes). If you forget to put your mobile number in your car, the car will be towed away (it costs approximately 100 Euro to get it back)! Additionally please do not park your car in front of the B-building and in the middle line in front of the Mensa.

4.11 Medical Service

If you are ill and you need medical service (general practitioner), then you can have a look at: <http://www.kvwl.de/earzt/>

Please fill out the following parts:

PLZ/Ort: 44227 or 44137 / Dortmund

Suche nach Hausarzt: please click on "Allgemeinmedizin"

Sprache: Please choose a language which the doctor should speak.

4.12 Sports Program

Gym: ISM has no own sports program but we cooperate with the gym "INsports Dortmund" which offers a great possibility for international students of the ISM:

INsports Dortmund is a high quality gym centrally located in Dortmund. It is directly behind the main train station above the cinema "Cinestar", address: Steinstr. 44

Each student can get an own training plan (if you just come for a month, the price for this training plan is 15 Euro, if you come for two or more months this training plan is for

free). And you can go to all courses which are offered: Dance, T-Bo, Step, Body Forming, Cycling, Salsa, Yoga, Workout, Yoga&Pilates, ...

The gym is open Monday, Wednesday and Friday from 7:00 in the morning until 22:30 in the evening. On Tuesday and Thursday from 09:00 in the morning until 22:30 in the evening. On Saturday and Sunday from 09:00 in the morning until 19:00 in the evening.

Normally gyms in Germany only offer annual contracts where you need a German bank account, but here you can book monthly and you pay in cash.

The price for international ISM students is 30 Euro per month and it includes:

- all exercise machines
- all courses
- using the sauna

If students want to use the solarium, you have to pay 2,50 Euro for each 10 minutes.

If students want to have a flatrate for all fitness drinks, the price is 0,80 Euro per day.

Otherwise you can buy a fitness drink flatrate for 5 Euros per month and you can drink as much as you want during the sports program.

If you are interested in the gym, you can go there directly and bring your ISM student ID card.

You can also have a look here: www.insports-dortmund.de

Course Program: ISM students can also participate in the sports program of the public university of Dortmund. This sports program offers several courses (Fitness, soccer, dancing, dance-aerobic, bodyforming, beach volleyball, capoeira, boxing, hiphop, hockey, jazz dance, taekwondo, diving, salsa, softball, tennis, ...) where students can participate. Only a few courses have a limited number of participants. For these courses you have to register.

The public university has different semester dates:

- holiday program: mid February – mid April and beginning of August – beginning of October
- semester program: mid April – mid July and mid October – beginning of February

The price for ISM students for the holiday program is 5 Euro, the price for the semester program is 10 Euro (if you buy the semester ticket, the holiday program is already included). Please note that you have to buy the ticket online (www.ahs-dortmund.de > Sportkarte) and you need a German bank account (payment is made by automatic debit transfer system) and a printer because you have to print the ticket after the registration.

5 INFORMATION ON ACCOMMODATION SEARCH

The ISM itself does not have its own student boarding house. However, ISM is cooperating with the **Carl Duisberg Center Dortmund**, which runs a student residence downtown. Rapid transits and subway trains are just a five-minute walk away. The Central Station is three subway stops away. So the ISM is easy to reach within a reasonably short time (approx. 30 minutes). The following link provides further information on the residence: <http://www.cdc.de/Gaestehaus.464.0.html?&L=1>. Students who would like to stay in the Carl Duisberg Center must inform the ISM International Office about this and we will help you to apply for a room. The Carl Duisberg Center will treat applications from incoming ISM students with priority and do it's best to accommodate your requests.

5.1 Student accommodation and accommodation agencies

5.1.1 Carl Duisberg Center

Please contact the ISM International Office if you wish to stay in this residence.

Rentals:

There are 69 single rooms in a self-contained living unit (2 single rooms (max. 3 single rooms) + 1 shared bathroom) and 7 double rooms. Room keys are issued and arrival and departure times set, by arrangement.

All rooms are furnished (simple appointed) with a bed, a desk chair, a table, a bed and a ceiling lighting, a visitor chair, a bookcase, a bulletin board, a double-doored wardrobe with a safe and a suitcase stand, a mirror and a coat rack. Additionally every room has a refrigerator. The bathroom has a shower, a toilet, a hand basin and a mirror.

The price for a **single room is 260 Euro per month** and includes heating (central heating, water and incidental costs) and electricity. The price for a **double room is 220 Euro per person and month** and includes heating (central heating, water and incidental costs) and electricity.

Each floor has a common room with television as well as a well-appointed kitchen at the end of the corridor. Saucepans, frying pans and dishes can be borrowed for a deposit of 25 Euro. The stove plates in the floor kitchens are equipped with an automatic security device. In case of overheating they switch off automatically.

Laundry: You can do your washing and drying any time during the day in the laundry which is located in the basement. There are special washing and drying coins which you need to buy to use the washing and drying facilities. The coins cost 1,50 Euro for washing and drying each. You can buy these coins in the office. You will find an iron next to the washing machine.

Leisure: There are great leisure activities in the house. In the residence you have the possibility to play table tennis, pinball and table soccer. You can lend table tennis rackets and balls, popular games' equipment like scrabble, chess and backgammon, a football or a basketball for a deposit of 10 Euro each. There is also a disco room available in the residence.

Shopping: The city centre of Dortmund offers a wide range of shops, department stores, etc., where you can buy a lot of things. The following supermarkets are not far

away from the Carl Duisberg Center: HL (Kaiserstr.), Rewe (Saarlandstr.), Plus (Saarlandstr.), Aldi (Maerkischestr.), inside Kaufhof (Westenhellweg). You can also do some shopping at the gas station opposite of CDC.

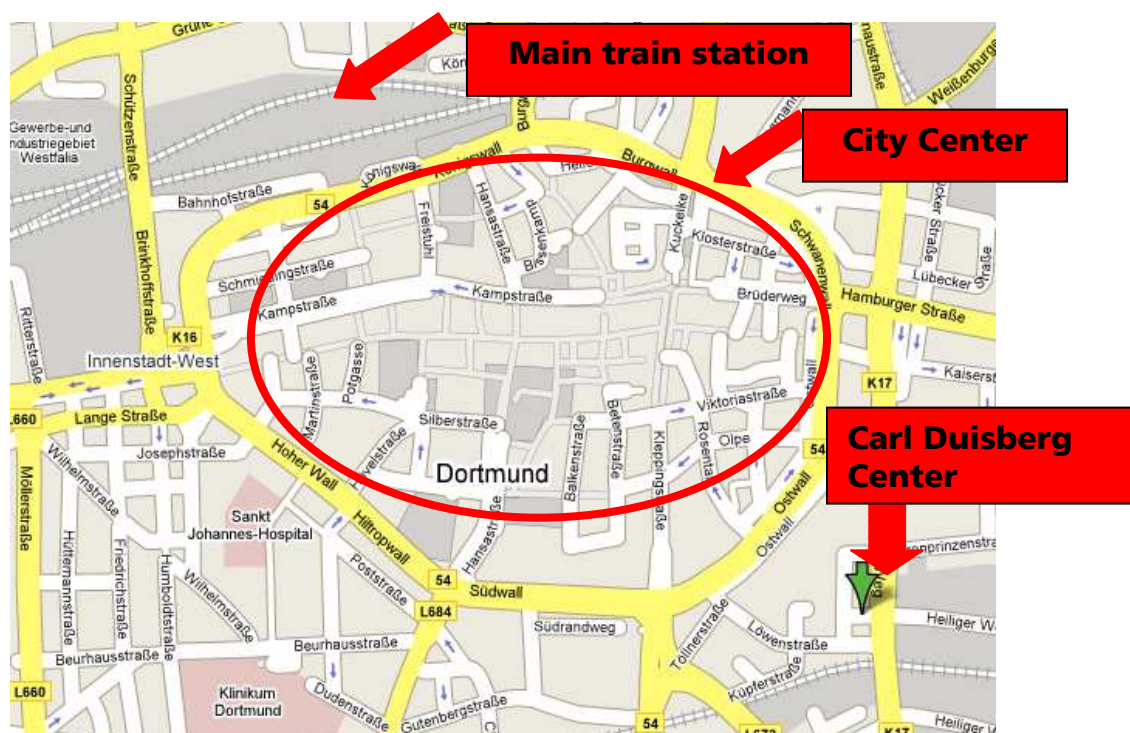
Help: The house parents Mr. and Ms. Kopácsy live in the house, so they can be contacted during the night as well, but only in case of emergency. They also do the little repair works in the house like changing bulbs etc. If you need their help just ring the bell at the door to the "Seminarzentrum" (room 8). If you cannot get hold of him this way, please leave a short message including your room number in the white mail box which you will find next to the entrance to the "Seminarzentrum".

There are also tutors who will try to help you with all problems you might have.

Phone/Fax/Internet: In the entrance hall there is a phone. From there you can make phone calls to all countries in the world. Besides, on every floor there is a white phone next to the loft on which you can receive calls (with these phones you cannot make calls). There is also a fax available. For information about prices, please check the list at the information board next the tutor's office.

The residence also offers an internet-access. It is an additional offer for free. You can either use the computers in the restaurant or, if you possess a notebook, it is also possible to go online in room 8. Unfortunately at the moment the Wireless Lan in the rooms doesn't work continued. But they are working on that and perhaps it is already available in the next semester (but we cannot promise). To be sure to have stable internet connection with an unlimited volume, we recommend to buy a prepaid internet stick for example offered by O2 (we recommend buying it in the multimedia store Saturn because sometimes they have cheaper offers compared to the O2 shop in the city centre). Here you have a lump sum of approx. 40 Euro and then you can pay a monthly prepaid fee of 25 Euro (not calendar month – for example if you buy the stick on the 14th of April, the monthly volume is available until the 14th of May).

Location:



Address: Carl Duisberg Center
Carl-Duisberg-Str. 1
D – 44135 Dortmund

The way to ISM Dortmund: There is an underground station next to the Carl-Duisberg-Center called Do-Stadthaus. From there you can take train number U41, U45, U47, U49 to the main train station and from there you take the train S1 (direction: Duesseldorf) to the stop "Dortmund University" (three stops). It sounds complicated but it is very easy because Dortmund has a very good public transport system. As a student you can buy the Young Ticket (please see part 2.3). With this ticket you can use all trains and busses in Dortmund.

Short summary: Located conveniently in the city center of Dortmund. Rapid transit and subway trains are just a five-minute walk away. The Central Station is three subway stops away. The Ostenhellweg pedestrian zone and Kaiserstrasse with its offerings for your day-to-day needs are just a few minutes' walk away.

- Practical, well- and functionally-appointed single rooms, approx. 108 ft²
- Furnished with bed, desk, desk chair, table, bed and ceiling lighting, visitor chair, bookcase, bulletin board, double-doored wardrobe with safety cubby and suitcase stand, refrigerator, mirror, coat rack, blanket, pillow, mattress
- Bathroom with shower, toilet, hand basin, mirror
- Each floor has a well-appointed common kitchen as well as a commons room with television
- Regular cleaning of rooms, bathrooms, hallways
- Heating, water and incidental costs included (central heating)
- Janitor service
- Free Internet use in commons rooms
- WLAN is available in the lobby
- Washing machine, dryer (both for a fee) and iron
- Pay phone on ground floor, telephones on residential floors for receiving calls
- Table tennis and football in the building
- Important: Please do not forget to bring bedding and towels!

Pictures:



5.1.2 Short time accommodation

Jugendgaestehaus "Adolph Kolping" (Youth Hostel)

Silberstr. 24 - 26

44137 Dortmund

Contact: Herr Wolfgang van der Sanden

Tel: +49 231 14 00 74

Fax: +49 231 14 26 54

E-Mail: jgh-dortmund@djh-wl.de

Homepage: www.djh-wl.de/dortmund

Rooms with breakfast from 23,00 €.

Hostel Embedo (between ISM and city centre)

Lindemannstr. 78

44137 Dortmund

E-Mail: info@embedo.de

Homepage: www.embedo.de

Rooms without breakfast from 29,00 € for a 6 persons room

<http://www.kroatia.de/hotel.html>

<http://www.hotel-bockhalle.de>

www.britishbedandbreakfast.de

www.hotelindortmund.de

<http://www.hotel-union-do.com/>

<http://www.pension-kirchhoff.de>

List: <http://www.deutsche-pensionen.de/pension-dortmund/verzeichnis-lage.html>

5.1.3 Other residences/apartment houses

Apartment house in the city centre (18 different apartments for 1-2 or 1-3 persons, fully furnished with TV, telephone and good internet connection)

Nettelbeckstr. 3

44147 Dortmund

Tel.: +49 231 86 33 244

<http://www.appartementhaus-dortmund.de/home.htm>

Wohnheim Kirchlinde

RAG Bildung GmbH

Hangeneyst. 149

44379 Dortmund

Tel.: +49 231 67 53 95

E-Mail: sonja.hellnik@ragbildung.de

<http://www.ragbildung.de>

Description: Single rooms from € 160,- to € 190,-. Location in suburb Kirchlinde, about 8km from ISM Dortmund and the city center. Many international students. Rural setting. Many additional installations and services as furnished kitchen, living rooms, table tennis, BBQ and many others.

If you are interested in this "Wohnheim", please send an Email to the International Office to get the application form.

Ev. Studentenwohnheim

Lindemannstr. 68
44137 Dortmund
Tel.: +49 231 121 010

~~Roncalli-Heim~~ in the city centre – is closed until summer 2012

Von-der-Recke-Str. 40
44137 Dortmund
Tel.: +49 231 12 80 13

Opening hours of care taker (office next to the main entrance)

MO – THU: 09.30 am – 12.00 am and MO – FR: 07.00 pm – 08.00 pm

Description: Single rooms in a shared flat (shared kitchen and bathroom) from € 180,- to € 190,- and a good internet connection is organised by a student community (approx. 6-7 Euro per month). Each student has to pay 50 Euro in cash for the deposit. There is a pool of pillows and blankets and stuff for the kitchen, but it is recommended to buy it in Dortmund in one of the shops mentioned on page 27. Don't forget to bring beddings and towels. But you can also buy it in Dortmund for a cheap price.

Studentenappartements Grotenbachstraße

Grotenbachstr. 65 + 67
44225 Dortmund-Hombruch
Tel.: +49 231 79 15 82

Contact person: Mr. Johannes Huelshoff,

E-Mail: johannes.huelshoff@gmx.de

Description: <http://www.immobilienscout24.de/35758237>

Studentenwohnheim Poppelsorfer

Poppelsdorfer Str. 3 -5
44139 Dortmund
Tel.: +49 231 126024
www.poppelsdorfer.de

Thomas-Morus-Kolleg

Amalienstraße 21a
Josefshaus e. V. Amalienstraße 21
44137 Dortmund
Telefon: +49 231 160 611

Private Accomodation (family stays)

bed & breakfast
Tel.: +49 231 795 0165
www.bed-and-breakfast.de

Guest rooms

<http://www.gaestezimmer-heppenstiel.wb3.de/>

Residences of the public university (only for full-academic-year students!!!)

The Dortmund student union Studentenwerk offers accommodation at a number of student residences. All of them are located close to the International School of Management (ISM). **Please note that this offer is only available for students who study at ISM for a full academic year (August/September 2010 – June 2011).**

Downtown Dortmund can be easily reached night and day thanks to public transportation services ("S-Bahn" and "Nachtexpress"). All international students will be assigned single rooms which are fully furnished. Blankets will be provided. Most rooms are located within 2-5 bedroom apartments. The common rooms (kitchen and bathroom) will be shared with the other residents. All rooms are equipped with Internet connections (sometimes there is an additional fee of 6 Euro per month). All facilities are equipped with washing machines, dryers, storage rooms and parking space.

The prices range from 166€ - 235€.

The deposit of 250€ has to be paid immediately after the reservation to confirm the booking. The first rent can be paid upon arrival when signing the contract.

Please note that you can only book fully calendar month.

In the ISM-intranet (www.ism-net.de > Wohnungsboerse) you can find apartments for rent and share by ISM. Many students from the ISM Dortmund who spend their semester abroad during the time you will be in Dortmund are trying to rent their rooms or flats to incoming students. This often provides a very suitable opportunity for both parties, and you easily get in touch with local students. You will also get flat offers via email from the ISM International Office (if ISM students would like to sublet their apartments).

5.2 Useful links for accommodation search online

www.wg-gesucht.de (shared flats for students and young people)

www.wohnpool.de

www.immowelt.de

www.immobilienscout24.de

<http://www.experiment-ev.de/en/index.php>: Provides offers for international homestays, living with families etc. "Experiment e.V. is a non-profit organization whose goal is the exchange between people of all cultures, religions and age groups. By making it possible for people of different origins to live together, we want to contribute to mutual understanding and cultures living together in peace."

5.3 Offers in local and regional newspapers

Ruhr Nachrichten: <http://www.ruhr-nachrichten.de>

Westfaelische Rundschau: <http://www.westfaelische-rundschau.de>

Westdeutsche Allgemeine Zeitung: <http://www.waz.de>

5.4 Other possibilities

A great variety of apartments, both furnished and unfurnished, can be found on the notice board in the entrance hall of the ISM Dortmund as well as at the entrance of the "Mensa" of the nearby university of Dortmund.

5.5 Accommodation Agency (one of the easiest options!)

HomeCompany: If you would like to search for an apartment via agency, we can recommend you www.dortmund.homeCompany.de. The application form can very easily be completed online and people at the agency speak English. They offer a wide range of short-term, furnished apartments, and you have to pay the commission only after you successfully signed the tenancy agreement.

Zeitwohnen: You can also find offers (also in English) here: www.zeitwohnen.de. You can also see the exact address of the flats on google.maps. Here you also have to pay the commission only after you successfully signed the tenancy agreement.

6 GENERAL INFORMATION

General information about studying in Germany or about universities in Germany can be found here:

- www.daad.de (DAAD = German Academic Exchange Service)
- www.young-germany.de (a career, education and lifestyle guide)

7 GENERAL CONTACTS

Studentensekretariat (Student Services)

Tanja Vox (Room A006), Tel. +49 231 97 51 39 0,

Email: tanja.vox@ism.de

Nadine Boerger (Room A006, Tel. +49 231 97 51 39 0,

Email: nadine.boerger@ism.de)

Studienorganisation (Study Organization)

Dipl.-Kfm. Michael Helms (Room A106, Tel. +49 231 97 51 39 14,

Email: michael.helms@ism.de)

Marion Huebner (Room A107, Tel. +49 231 97 51 39 53,

Email: marion.huebner@ism.de)

ISMnet: Simon Bettcher (Room B208, Tel. +49 231 97 51 39 69,

Email: simon.bettcher@ism.de)

Pruefungssekretariat (Examination's Office/ Registrar)

Marlis Quinting, responsible 5th semester/6th semester

(Room A109, Tel. +49 231 97 51 39 10,

Email: marlis.quinting@ism.de)

Armagan Engin, responsible 1st to 4th semester (Room A109, Tel. +49 231 97 51 39 45,

Email: armagan.engin@ism.de)

Anna Kleyn, responsible Master students (Room A108, Tel. +49 231 97 51 39 47,

Email: anna.kleyn@ism.de)

International Office

Dr. Gertrud Schink (Room A112, Tel. +49 231 97 51 39 33,

Email: gertrud.schink@ism.de)

Friederike Klemt (Room A209, Tel. +49 231 97 51 39 41,

Email: friederike.klemt@ism.de)

Dipl.-Kffr. Carolin Krabs (Room A209, Tel. +49 231 97 51 39 40,

Email: carolin.krabs@ism.de)

Unternehmenskommunikation/ Oeffentlichkeitsarbeit/ Public Relations

Daniel Lichtenstein, M.A. (Room A207, Tel. +49 231 97 51 39 31,

Email: daniel.lichtenstein@ism.de)

Tina Herklotz, M.A. (Room A207, Tel. +49 231 97 51 39 34,

Email: tina.herklotz@ism.de)

Hochschulmarketing

Jessica Werner, M.A. (Room A206, Tel. +49 231 97 51 39 42,

Email: jessica.werner@ism.de)

Dipl.-Oec Julia Schwarze, (Room A206, Tel. +49 231 97 51 39 43,

Email: julia.schwarze@ism.de)

Career Center (Internships)

Dr. Birgit Froehler (Room A111, Tel. +49 231 97 51 39 30,

Email: birgit.froehler@ism.de)

Katharina Gerl, M.A. (Room A111, Tel. +49 231 95 51 39 22,
Email: katharina.gerl@ism.de)

EDV-Administration (IT)

Juergen Toens (Room A214, Tel. +49 231 97 51 39 16,
Email: juergen.toens@ism.de)

Klaus Hess (Room A214, Tel. +49 231 97 51 39 17,
Email: klaus.hess@ism.de)

Bibliothek (Library)

Dipl.-Kffr., Dipl.-Bibl. Sabine Pillath-Guenthner (Room A210, Tel. +49 231 97 51 39 18,
Email: sabine.pillath-guenthner@ism.de)

Michelle Lau (Room A210, Tel. +49 231 97 51 39 56,
Email: michelle.lau@ism.de)

Rechnungswesen/ Controlling (Accounting)

Beate Rathmann (Room B207, Tel. +49 231 97 51 39 35,
Email: beate.rathmann@ism.de)

Eva Stepinski (Room B207, Tel. +49 231 97 51 39 28,
Email: eva.stepinski@ism.de)

Hausverwaltung (Maintenance)

Gerhard Roesler
Email: gerhard.roesler@ism.de

Mensa

Roland Mintenig (Tel. +49 231 97 51 39 24)

See you at the ISM!

Bis bald!