

International Business (IB) — Study Guidelines

📌 Application for a Credit Transfer

- If you finished university before: submit recognition of your credit from previous studies by the application deadline.
- Application periods: 1–31 October and 15 March–15 April.
- The Examination Board makes the final admission decision.

🕒 Exam Rules

- By the end of Semester 2, you must attempt at least once:
 - Introduction to Management
 - Intercultural Communication

Otherwise, it will count as your first failed **attempt**.

- All exams from Semesters 1–2 must be attempted by **Semester 3** at the latest. Otherwise, it will count as your first failed **attempt**.
- To enter Study **Section 2** (Semesters 6–7), you must have:
 - Passed the modules from Semesters 1–3
 - Earned at least 120 ECTS out of 150 from Semesters 1–5
- **Specific prerequisite to note early:** The exam **Finance & Investment** can only be taken **after passing the PC-Internship(Training)**.

📄 General Information

- Subscribe to the **Noticeboard**.
- Subscribe to the **Moodle announcements** for each course.
- Make sure to obtain your **A2 certificate** as soon as possible!

📁 Module Information

- **All details are in the Module Handbook:**
 - Learning goals & exam types
 - Teaching & exam language (EN/DE)
 - Prerequisites
 - Integration into your study path
- Please also check the **timetable regularly** for updates.

📅 Practical Semester

- Scheduled for Semester 6 (18 weeks).
- Cannot be in your home country and cannot be postponed to the last semester.
- Requirements:
 - German A2 level
 - Completed modules of Semesters 1–3
 - At least 120 ECTS from Section 1
 - Make sure your contract and topic for practice project have been approved.
- Deadlines for Submitting Internship Contracts
 - Winter-semester internship: submit by July 20 (latest).
 - Summer-semester internship: submit by January 15 (latest).
- Completion includes:
 - Company certificate
 - Practice project
 - Colloquium

📄 Bachelor's Thesis

- Written in English, normally after the practical semester.
- Duration: 5 months (+2 months extension possible with valid reason).
- To register a thesis topic, you must first complete 30 experimental hours as a participant in approved studies.

⚠️ Start early to collect these hours and obtain the certificate as proof, keep all individual records safely (ideally in a digital folder), and present them to the Students' Office before registering your thesis.



Scan for Application

Scan for Study and
Examination Rules



Subscription to the
Noticeboard

Scan for Module Info &
Timetable



Scan for
Experimental Hours



