

WBS Information for Incomings Winter Semester 2025/26

Erasmus Identification code	D WIESBAD01
Website	www.hs-rm.de/wbs
Address Details	Wiesbaden Business School Bleichstrasse 44, 65183 Wiesbaden, Germany
Director International Relations	Professor Dr. Marina Grusevaja marina.grusevaja@hs-rm.de
International Office	international.office-wbs@hs-rm.de
Contact Person for Incomings	Ms Isabelle Meissner isabelle.meissner@hs-rm.de
Contact Person for Outgoings	Ms Blanca Beutler / Ms Helena Schiefer international.office-wbs@hs-rm.de
Telephone/ Fax	+49 611 9495-3107 or -3131/ Fax: +49 611 9495-3101
Winter Semester 2025/26	
Enrolment for Exchange Students <small>online/</small> Welcome Event <small>at KSR*</small>	tbd / mid of Sept. 2025
German Intensive Course for Exchange Students (2 weeks) <small>at KSR*</small>	mid of Sept. 2025
<small>*KSR=Kurt-Schumacher-Ring 18 (Main Campus)</small>	
Start and End of Lectures (14 weeks)	20 Oct. 2025 – 31 Jan. 2026
Lecture-free Time (Christmas holidays)	22 – 23 Dec. 2025 (online-study)/ 29 Dec. 2025 – 2 Jan. 2026 (self-study)
Examination Period (4 weeks)	2 – 28 Feb. 2026°
<small>°If the WBS examination period overlaps with your home university's semester start, we offer (upon proof) options for alternative performance to achieve ECTS/credit points - like homework assignments, presentations, alternative exam dates or exams at your home university under certain conditions.</small>	
End of Semester	31 March 2026
Time Planning: Incomings should <u>be on site</u> from the Welcome Event/Intensive German Course (approximately mid-September for winter semester or -March for summer semester) and must be present at least from the start of lectures until the last day of the examination period.	
Information for WBS Incomings	www.hs-rm.de/en/faculties/wiesbaden-business-school/international/incoming-students
How, When and What - First Guide for WBS Incoming Exchange Students (MP4)	https://www.hs-rm.de/fileadmin/Home/Fachbereiche/Wiesbaden_Business_School/Profil/International/How_When_and_What_-_First_Guide_for_WBS_Incoming_Exchange_Students.mp4
Virtual tour through WBS	https://www.youtube.com/watch?v=06YczAEgpXM
Before arrival (in short)	<ul style="list-style-type: none"> - Nomination by Home University - Online registration and application via Mobility-Online - Application Form - signed by home university + CV + Motivation Letter - Copy of Passport – only from Non-EU students for visa reasons
Nomination Deadline	Nomination by home university as soon as possible (by e-mail)
Application Deadline	31 May 2025 for Winter Semester (application link will be sent by e-mail)
Required documents for enrolment at RheinMain University	<ul style="list-style-type: none"> - Passport - 1 Photograph - Proof of Health Insurance (paper copy) - Bank receipt for the payment of the semester fee of ca. € 290 (paper copy)
Course Choice/ Exam Registration	Courses can be selected from all WBS Bachelor's degree programs, with minimal restrictions/ registration by mid – end of October 2025 (exact dates tba)
Learning Agreement/ OLA (Erasmus+)	Provided by your home university. The LA can be completed after arrival / European Erasmus+ student mobility (https://learning-agreement.eu/): WBS Exchange Program: Marina Grusevaja OLAin.office-wbs@hs-rm.de or isabelle.meissner@hs-rm.de
Language Requirement	For language of instruction B2 level recommended (German or English depending on course choice), no certificate required
Acceptance/ Invitation Letters	Letters can be expected approximately two weeks after the application deadline.

General Information for Exchange Students	www.hs-rm.de/en/international/from-abroad		
Accommodation	https://www.hs-rm.de/en/international/welcome-and-stay/housing Details will be provided with semester application (incoming@hs-rm.de)		
Language courses/ German Intensive Course	All exchange students are invited to attend the German Intensive Course (no application necessary, free of charge). The course generally takes place during the two weeks before the beginning of lectures, starting right after enrolment; ca. 20 hours per week/ 4 Credit Points. Please note: our intensive course is primarily aimed at existing A to B1.- levels. Students with a level B2 in German may be asked to choose a semester-long course if they are interested in taking a German language class. A large selection of additional different language courses is offered during the semester: https://www.hs-rm.de/en/services/language-center#language-courses-1838		
Transcript of Records	The official ToR will be issued ca. 4 weeks after the examination period.		
Grading evaluation system	Grade value	Grade	Definition
	1.0 – 1.3	very good	excellent performance
	1.7, 2.0, 2.3	good	performance that is significantly above the average requirements
	2.7, 3.0, 3.3	satisfactory	an achievement which corresponds to average requirements
	3.7, 4.0	sufficient	an achievement which barely meets the requirements
	5.0	not sufficient/failed	an achievement which does not meet the requirements
International Student Organisation/ Incoming Coordinators	Buddy Program organised by the Incoming Coordinators (ICs) of Wiesbaden Business School; Contact: ic-wbs@hs-rm.de . Exchange students do not need to apply; they are all automatically registered for a buddy and will get the contact data shortly before enrolment day./ Our three ICs are the best contacts for all questions relating to your stay and your studies and also organize weekly activities and excursions.		
Sport facilities	RheinMain Hochschulsport offers a wide range of sport courses for students, only some courses at cost: www.hs-rm.de/hochschulsport		
Living in Germany	https://www.daad.de/en/studying-in-germany/living-in-germany/ or https://www.hs-rm.de/en/international/welcome-and-stay/financing-your-studies		
Information about city Wiesbaden	www.wiesbaden.de/en ; https://www.youtube.com/watch?v=ZUA7G64pa2s ; https://www.youtube.com/watch?v=0q-GAFB3QTw		
Lecture free time*/ bank holidays	03 Oct 2025 German Unity Day tba Dec. 2025 Teaching Day (Tag der Lehre) (lecture-free) 25/26 Dec 2025 Christmas, 01 Jan 2026 New Year's Day tba. 24 Dec 2025 – 01 Jan 2026 Christmas Holidays (lecture-free time) 03 April 2026 Good Friday 05 April 2026 Easter Monday 01 May 2026 Labour Day 14 May 2026 Ascension Day 25 May 2026 Whit Monday 04 June 2026 Corpus Christi		