

Student manual for the GlobalMBA

Technology
Arts Sciences
TH Köln



Introduction

Dear new GlobalMBA students,

A very warm welcome from all four partner universities!

By choosing to study in this program you have decided to work as future global managers. This involves taking into consideration not only financial and economic facts, but also adapting to different local environments, practices, customs and communication styles - as well as accepting and embracing differences without making value judgements. Our GlobalMBA study program reflects these demands and will prepare you accordingly.

We have designed this study program as a 15-month international teamwork project in four different countries to make you “learn by doing”. And your intercultural learning process begins even before the actual program starts as you will have to make travel arrangements, apply for visa, find housing and obtain information about the foreign countries you will be studying in. We are relying on your ability to organize yourselves independently and to network with your fellow GlobalMBA students. This can be challenging at times, but only by going through this process will you experience the greatest learning curve – and develop into a truly global manager. We as universities can only encourage you to develop your individual intercultural competences and apply them during your studies and beyond. That’s why you yourself are responsible for your individual progress in this program. A “good” student is an autonomous student.

We are sure that you will succeed in this and wish you good luck, success and fun in the process! Nevertheless, in the following chapters you will find some information to help you prepare for your GlobalMBA experience.

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Chapter 1: Common Policies at all 4 Schools

- **GlobalMBA fees:** The GlobalMBA program fee of 1.300 USD must be paid in full by August 15 to UNF who administrates the fees for the university consortium. It is recommended that this fee be paid by credit card (with a 2.75% convenience fee), though UNF can also accept checks from US bank accounts.
- **Enrollment:** All GlobalMBA students have their home university where they are admitted to the program and where they will enroll before the program starts. For the stays abroad they will enroll as exchange students at the respective host universities. Exchange students do not pay any tuition fees at their host universities.
- **Application materials from the host universities:** All GlobalMBA students should receive the application materials from their three host universities by email before the program starts. THK, as the first study place, will send its application documents to the partner universities by June in order to forward it to the new students. Shortly after the program starts in Cologne the students will receive the admission letters from the host universities (provided that they submit the application documents in time).
- **Travelling and visas:** All students are responsible for organizing and financing their individual journeys between the schools as well as applying for the appropriate visa in time.
Important notice for DUFE, UNF and other non-EU students!
Both Germany and Poland belong to the Schengen zone that's why in all probability students from DUFE and UNF will apply for a Schengen visa to study in Cologne. Please note that this visa allows to travel to another Schengen state (in that case to Poland) for a maximum duration of 90 days within 6 months and within the duration of the original visa. Due to the fact that the term in Poland lasts longer than three months (even though it's only a few days, the authorities are very strict in this respect) non-EU citizens will have to apply for a Polish visa called National D-type visa while being in Cologne. For details see: http://www.msz.gov.pl/en/travel_to_poland/visa/visa
There is a Polish consular office in Cologne where to inquire (German and Polish language only): <http://www.kolonia.msz.gov.pl/de/>
Following please find two more sites with crucial legalization details for foreigners in Poland: http://en.yourpoland.pl/74_foreigners-in-poland.html
<http://www.foreignersinpoland.com/legal-procedures/>
Please note: there is NO possibility to arrange the above formalities after arriving in Poland. Therefore, non-EU students should make sure to have finalized that process in Germany to avoid any prospective problems (including expenses related to the trip back to Germany from Poland)!
All students will be provided with the UW admission letter at the very beginning of the study term in Cologne, however, if any additional confirmations are required in the visa application process please just let us know.
- **Housing:** All schools provide the students with information on housing but there is no guarantee. Students are responsible for finding their own housing.
- **Travel Schedule:** Students are obliged to follow the times given in the travel schedule. Exceptions will not be granted.
- **Class attendance:** Students are obliged to attend all classes regularly.
- **Orientation Meeting:** Each school will hold an orientation meeting before classes start.

- **Exams:** The official exam regulations at all schools have to be accepted and instructions carried out by the students. Re-sit protocols vary by school (for specifications see the school-specific chapters).
- **Grades:** Students must maintain a 3.0 grade point average (GPA) for the duration of the program. This is equivalent to a “B” average (see GlobalMBA [Grading Scales](#) on website). A student will receive a warning email if
 1. His/her semester GPA falls below 3.0 and/or
 2. He/she earns below a “B” as a final grade in any class.

If a student’s final GPA at the end of the program is below a 3.0, the student will not be eligible to graduate and earn his/her degrees. The grades “D” and “F” are not considered passing grades. If a student earns one of these as a final grade in a course, he/she must return to the school where the grade was earned and retake the course in a future semester (please find the re-sit protocols under the school-specific chapter). Some courses are offered only one time each year, so the student may have to wait a full year before retaking the course. Neither degree will be conferred until the course has been passed successfully.

- **Degrees:** Students must successfully complete all portions of the GlobalMBA program in order to be awarded (1) the MBA from UNF and (2) the joint Master of International Management and Intercultural Communication from THK and UW. If a student does not complete the requirements for one of the degrees, he/she will not be awarded either degree; it is not possible to earn just one degree.
- **Code of honor:** All students of the GlobalMBA will have to sign the following “Code of Honor” within their first week in Cologne. By signing it they commit to follow the Honor Code throughout the full length of their studies.
 “I do realize that plagiarism is theft and constitutes the presentation of another’s work as your own in order to gain an unfair advantage. I understand that all four universities involved in the GlobalMBA program operate a rigorous process for investigating any allegations of plagiarism (and other assessment offences such as cheating during an examination) and that any proven assessment offence will lead to a fail. As a member of the GlobalMBA program, I promise to act with honesty, integrity and respect for others. By my signature below, I affirm on my honor that I will abstain from any form of academic dishonesty (plagiarism, cheating, fraud etc.). I have read and understood the Honor Code and will abide by its provisions.”
- **Thesis and Defence:** The thesis, including its submission and defense, is a required, and unique, component of the GlobalMBA program. The purpose of the thesis is to allow students to learn how to conduct a deep and thoughtful investigation of developments and strategies of major global industries that is properly grounded in academic methodology. Moreover, due to the intercultural nature of the GlobalMBA, all theses must be conducted by multi-country teams which are formed right at the beginning of the Cologne semester in October. Students then continuously elaborate their thesis projects, across all study locations of the GlobalMBA program. Learning to work in such a diverse team over an extended period of time is an essential skill for international business. As such, the teams are expected to perform like a professional consultancy team. The thesis defense, which is scheduled to take place in December at the University of North Florida, will be open to all faculty from all institutions, some of whom may participate via teleconferencing or other media.

Chapter 2: Technische Hochschule Köln (TH Köln)

- **Program Manager**

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[How to reach TH Köln's "Südstadt Campus"](#)

(To find the buildings you will be studying, please see "Südstadt Campus - Ubierring 48" and "Südstadt Campus - Claudiusstraße 1")

- **THK GlobalMBA website for incoming students:**
<https://www.th-koeln.de/globalmba/students>

- **How to get to Cologne**

The following three airports are in the near: Köln/Bonn, Düsseldorf and Frankfurt.

How to get to Cologne Central Station (Hauptbahnhof/Dom) from the airport:

- From [Köln Bonn Airport](#) take the tram lines [S13](#) (direction Düren or Sindorf) or [S19](#) (direction Düren) or the trains [RE 8](#) (Regionalexpress direction Mönchengladbach Hbf) or [RE 6](#) (direction Minden Westf.) to Köln Hauptbahnhof/Dom (Cologne Central Station),
- From [Düsseldorf Airport](#) take the train [RE 1](#) (Regionalexpress direction Aachen Hbf) or [RE 5](#) (Regionalexpress direction Koblenz) or [RE 6](#) (direction Köln/Bonn Flughafen) to Köln Hauptbahnhof/Dom
- From [Frankfurt Airport](#) various [IC](#) (Intercity) or [ICE](#) (Intercity-Express) trains will bring you to Köln Hauptbahnhof/Dom, e.g. ICE14 (direction Bruxelles Midi) or ICE518 (direction Dortmund Hbf)

For timetable, etc. look here: [Deutsche Bahn](#)

- **How to get to THK (Campus Südstadt) from Cologne Central Station**

By tram/tube or bus (about 20 minutes). You got two options:

- [tube line no. 16](#) from Köln Hauptbahnhof/Cologne Central Station (in the underground), direction: Bonn/Bad Godesberg or Sürth or Wesseling
- [bus no. 133](#) from Breslauer Platz/Hauptbahnhof (“Busbahnhof” at the back side of the central station), direction: Zollstock/Südfriedhof.

Get off at station “Ubierring”. The TH Köln building is across the street.

- **How to get around in Cologne**

Cologne has a good public transport system. With your enrollment you will get the so called “Semesterticket” (see point “Enrollment”) which gives you free rides on all trams, buses and regional trains within the region “North Rhine-Westphalia”. For timetable, etc. look here:

Cologne public transportation system: [Kölner Verkehrsbetriebe - KVB](#)

Regional and long distance trains: [Deutsche Bahn](#)

Cologne also has several bike rentals. Two services are provided by the Cologne public transportation system (KVB) and the Deutsche Bahn (Intercity Train Service). With both services you register online, download an app and can easily rent a bike throughout the city. For further information visit (in German version only):

https://www.bahn.de/p/view/service/fahrrad/call_a_bike.shtml (Deutsche Bahn)

<https://www.kvb.koeln/service/kvb-rad.html> (KVB)

and ask your German fellow students for help with registration and translation.

- **How to find housing**

Students are responsible for finding housing in Cologne. Nevertheless, they will be provided in time with information and addresses where to look or apply. Most of the student houses in Cologne are allocated by the Kölner Studierendenwerk (www.kstw.de). Therefore, students have to apply directly to the KStW student housing if wished. Since place is scarce, students are recommended to apply long in advance. (Please note: Leases starting in September instead of October might receive a preferential treatment.) More information on housing options in Cologne and tips on how to find housing in Cologne can be found in the brochure “Studying at the ITMK in Cologne” on the [GlobalMBA website for Incoming Students](#). If you need help with the housing application for the KSTW, please download the document “How to apply for student housing”. Furthermore, TH Köln’s International Office provides a webpage with useful information and hints: [Accommodation](#)

- **How to enroll at THK**

THK's International Office (IO) is in charge of the enrollment for all incoming students. Exchange students will receive an email with further details by our IO as soon as they are officially nominated.

- Firstly, students will be asked to register online with TH Köln's online portal "Mobility Online". Our IO provides students with details on how to register in "Mobility Online" and the documents students have to upload in order to finalize their registration.
- Once their online registration is completed, exchange students can download and print out their individual letter of admission (Zulassungsschreiben) via Mobility Online (non-EU students will be sent the original stamped/signed letter of admission to their home university for their visa application).
- After their arrival in Cologne, incoming exchange students will have to enroll personally at our IO (official matriculation), where they will receive their TH Köln student card (MultiCa). You will find your (8-digit) Student-ID number on your MultiCa. Once in Cologne our IO offers information sessions for incomings students on how to settle the formalities in Cologne. GlobalMBA incoming students are highly recommended to attend.
- Finally yet importantly, students will have to transfer the semester fees (so called Semesterbeitrag/Semesterticket, FYI: this includes NO tuition fees!) to TH Köln's bank account (approx. 270 Euro). Only then, their matriculation will be finalized. For details on the "Semesterticket" and the payment options see:

[Semester Fees](#)
[Payment Options](#)

Please note: Only when the enrollment is finalized, will students have access to the internet/Wi-Fi and to THK's e-learning platform ILIAS! Please consider at least two weeks for this process.

For further details on the enrollment you can consult our IO's website: [Admission and Enrollment for Exchange Students](#)

General information for exchange students can be found on our IO's webpage as follows: [Exchange Students](#)

- **What formalities do I need to do in Cologne?**

- **Applying for a residence permit:** All international students who are non-EU citizens and who plan to stay longer than three months will need to request a residence permit with the immigration office once they have arrived in Germany. They should apply for the residence permit as soon as possible while their entrance visa is still valid. The residence permit is granted in the form of a chip card and is known as electronic residence permit, or eAT.
- **Further visa formalities:** Make sure you start early with the organization for the visa for Poland, China and USA! For further information, please see page 3 of this document.

- **What costs do I need to cover?**

- Students need a health insurance that covers their stay in Cologne. If they do not have international coverage from their health insurance at home, they will have to buy one in Germany.
- Upon enrollment, a fee of approx. 270 EURO for the public transport ticket ("Semesterticket") and social fees are due. Payment can be done whether by paying cash at a German bank or by money transfer from a bank account (for more details please see the chapter "Enrollment" in the "Studying at the ITMK in Cologne" brochure)
- Cost of living: The costs for student housing or a private apartment vary between 250 and 450 EURO per month. Apart from that, students would need a minimum of 400 EURO per month for food and other living expenses. Public transport is covered by the "Semesterticket".

- **How do I get insight in my exam results?**
 THK's exam administration system is called PSSO ("Prüfungs- und Studierendenservice Online"). All exam results will subsequently be posted through this platform. Students have online access. For explanations see:
[PSSO: Online Examination and Student Service](#)

- **What is the re-sit procedure for exams?**
 THK offers the opportunity to retake exams once.

- **What student services can I expect?**
 - TH Köln runs a 'buddy' program for exchange students called "KARIBU". Incoming students can enroll online. For details please see:
[KARIBU Buddy Program](#)
 - During the term, German classes at different levels will be offered for free by TH Köln's Language Learning Center (SLZ). Further details can be found on the SLZ website:
[German Courses at SLZ](#)
 - Events and excursions organized for international students by THK's International Office can be found here:
[International Office Semester Program](#)
 - A lot of student services in Cologne are offered by the "Kölner Studierendenwerk" (KStW), such as student housing, cultural events and free time activities or meals at low prices at the so called "Mensa" (student cafeteria). The KStW is a social organization for students in Cologne. For further information on the student services offered by the KStW please see:
[Culture & International](#)
 - Two organizations offer a wide range of sport options for students in Cologne (most of them are free of charge): [Hochschulsport Köln](#) and [UniSport Köln](#)



Chapter 3: The University of Warsaw (UW)

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[How to reach our Faculty](#)

- **UW GlobalMBA website for incoming students:**

<http://www.wz.uw.edu.pl/en/portale/studenci-przyjezdajacy> - to be updated

- **How to get to Warsaw**

- **By plane:** Warsaw is serviced by two airports. [Warsaw Chopin Airport](#) is located 10 km from the city center, while the other – [Warsaw Modlin Airport](#) – is ca. 40 km away from the capital. Warsaw Chopin Airport is home to several dozen airlines. To get to the airport from the city center, take a taxi or bus service 175. Warsaw Modlin Airport provides flights to and from European destinations.
- **By train or by coach:** Poland has a well-developed railway network. The quickest way to get to Warsaw is by [InterCity](#) and EuroCity trains, which you can take from many European capitals, including Budapest, Vienna, Moscow or Berlin. Many travel agencies offer coach services to Poland. In this way, you can travel to Warsaw not only from London or Berlin but also from many smaller cities with no train service. For more details please visit brochure [Warsaw in short](#)

- **How to get around in Warsaw**

The best way to enjoy the ambiance and energy of the city is to see it on foot. However, to reach different parts of Warsaw, you may need to use the city's extensive network of public transport. The developed network of connections will bring us into the chosen place, also in the environs of Warsaw. It's quickest to travel by metro (2 lines), which operates from 5:00 am to 0:40 am. Trams come second to the metro in terms of reliability and on-time arrivals, with services running from 5:00 am to 11:00 pm (23:00 hrs).

Regular bus services are numbered from 100 to 399 and express bus services from 400 to 599. Night-time bus services are designated with the letter N and digits, for example N11, while the SKM Szybka Kolej Miejska (Fast Urban Rail) trains have the letter S and digits, for example S1.

There are also more than 204 bike docking stations across Warsaw, where you can hire a city bike ([Veturilo – city bikes](#)).

You can buy [single fare, time-limit and short-term public transport tickets](#) in kiosks or ticket vending machines. Concession rates apply to under- and postgraduates who have a valid student ID card.

More details you'll find on the official [Warsaw public transport](#) website and again in [Warsaw in short](#) brochure

- **How to find housing**

The Faculty International Relations Office (IRO) offers assistance in finding accommodation for foreign short-term students. A student who wishes to have university accommodation must submit the Housing application form (will be provided to students with the rest of the UW application documents).

The number of places in university dormitories is limited and therefore accommodation is assigned on a „first come first served” basis. A place in a dormitory is assigned for a whole duration of studies at UW. No changes are possible. Please keep in mind that once you resign from the university accommodation you cannot apply again.

Please note that most UW dormitories offer only double rooms – to be shared with one other student. Bathrooms and kitchens are to be shared with other students. The deposit should be paid in cash upon checking-in (up to 1200 PLN/per room) and will be given back at the end of your stay (if no damage was done).

For more information about the UW dormitories please visit [the UW Accommodation](#) page. Students who would like to look for accommodation on their own in an apartment, flat or somewhere else will be able to find some useful information on our Faculty [website](#) in the brochure ‘How to find accommodation in Warsaw’.

- **How to enroll at UW**

As for the GlobalMBA incoming students that is the Faculty International Office (IRO) who is in charge of their enrollment at the UW. In addition, the THK students nominated to Erasmus+ program will receive some more information related to all UW Erasmus students from the central UW IRO as soon as they receive discussed nominations from TH Köln.

- **Enrolment process step by step:**

- Submission of required application documents – detailed information follows via email
- Issuing the UW letters of acceptance and posting them to THK to be forwarded to students during the first semester
- At the very beginning of Spring semester at the UW during Orientation Meeting arranged according to the official Travel schedule students receive the UW Student IDs. Information on how to prepare the correct e-photo to the UW ID and the payment details can be found in the brief guide [E-photo & payment for the UW Student ID](#)

- **How to register for the UW courses:**

Registration for the courses at the University of Warsaw (UW) is done online through the special university system called "USOS". In order to register for any course each student needs to have an individual account in the Usosweb. The logins and passwords will be sent to each student via email by the Faculty IRO before the semester at the UW starts.

The individual student accounts in the system include info about selected courses, grades, timetable, etc.

As for the courses from the fixed GlobalMBA program curriculum that is the Faculty IRO who registers GlobalMBA students for them.

However, registration for additional available courses providing by the UW such as sport and language classes must be done individually by students through "USOS". Detailed information about "USOS" and instruction about how to sign up for those courses will follow to students along to their logins and passwords.

- **What formalities do I need to do in Warsaw?**
 - Payment for the UW Student ID (please see the brief [guide](#))
 - Making sure about Polish and Chinese visa formalities

- **What costs do I need to cover?**
 - The same as in Germany, students need a health insurance for their stay in Warsaw. For more information please visit the [UW Website](#).
 - Fee for issuing the UW Student ID: 17 PLN (Polish zlotys) ~4 EUR
 - Living costs including accommodation, public transport and other – please visit [the UW website](#)

- **How do I get insight in my exam results?**

As clarified above each student will receive access to an individual account in the UW system "USOS" where the exam results will be available.

- **What is the re-sit procedure for exams?**

The UW offers the opportunity to retake exams once.

- **What student services can I expect?**
 - As we are perfectly aware how difficult can be the first steps in Poland and at our university we cordially encourage you to join the biggest student association called Erasmus Student Network which branch operates dynamically at our university ([ESN UW Warsaw](#)). The ESN supports not only Erasmus program participants but all our international students.
The ESN UW activities:
 - support from the side of our Polish students - the "Mentor" service: <http://uw.esn.pl/en/mentor-0>
 - wide range of integrating events for foreign and Polish students: <http://uw.esn.pl/en/news>
 - helping foreign students to get familiar with Poland, Polish people, culture, language: <http://uw.esn.pl/en/polishyourpolish-0>
 - All UW students are provided with number of facilities such as computing, libraries, sport facilities, Polish language course for free
 - The UW and Faculty Students' Unions provide students with the number of events such as the annual student festival (Juwenalia & WuZetalia), International Days, meetings with people from the business world, conferences, etc.
 - The city Warsaw also has a lot to offer to its visitors. To find our more please visit [Things to do and see in Warsaw](#) and see the brochure [Fall in love with Warsaw](#)



Chapter 4: Dongbei University of Finance & Economics (DUFE)

- **Program Manager**

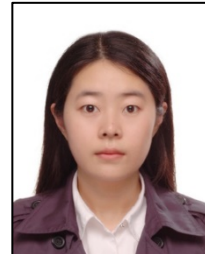
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- **DUFE GlobalMBA website for incoming students:**

<http://www.gime.dufe.edu.cn/en/index.php?s=/cooperation11>

- **How to get to Dalian**

Dalian Zhoushuizi International Airport is located 12 km from the city centre, and it may take 30 – 40/RMB to hotels nearby campus.

- **How to get around in DUFE**

Dalian has a good public transport system, including taxi, bus, trams and metro.

- **Taxi (Chu Zu Che):** Starting charge: 10 RMB for the first 3 kilometers and 2 RMB/kilometer for extra distance, 10 pm-5 am add 30%. Remember to request a receipt from the driver which is helpful in case you leave behind any belongings.
- **Bus (Gong Gong Qi Che):** Upon entering the bus, you should deposit your bus fare- 1 RMB for buses and 2 RMB for minibuses. You can buy an electronic bus card. Note: buses do not give change.
- **Metro (Di Tie):** Dalian is now equipped itself with subway Line 1 and Line 2 with a total mileage of 60 km and more than 35 stations.
Origin station working time: 06:02-21:32;
Terminal station working time: 06:05-21:35.

- **How to find housing**

Students are responsible for finding their own accommodation in Dalian. Normally our students would like to rent an apartment near the campus. More information about the house renting please visit house agent website such as: <http://dl.lianjia.com/>
Nevertheless, the Chinese students and SATC IEO office are willing to offer assistance in finding accommodation for you.

- **How to enroll at DUFE**

DUFE-SATC's International Education Office is in charge of the GlobalMBA enrollment issues.

New incoming students please take the following documents for registration:

- 1 copy of Letter of Invitation from IBC
- Medical insurance certificate
(Health insurance certificate issued by insurance company in English to certify that your insurance plan can cover your international travels, your entire stay in Dalian and any extra travels within China.)
- 1 copy of passport, including ID page, visa page and the page with entry record

- **What formalities do I need to do in Dalian?**

Foreigners, residents from Hong Kong, Macau and Taiwan, as well as other overseas Chinese are all required to complete residence registration formalities.

For lodging at guesthouse, hotel, inn, hostel, school or other enterprise or institution, or at a government organ or other Chinese organization, aliens should present a valid passport or residence certificate and complete a temporary accommodation registration form. Aliens should present appropriate travel permits when seeking accommodation in areas closed to aliens. When an alien wishes to lodge at the home of a Chinese resident in urban areas, the host or the lodger should, within 24 hours of the lodger's arrival, report to the local public security organ with the lodger's passport and certificate as well as the host's residence booklet and fill in a temporary accommodation registration form.

- **What costs do I need to cover?**

- **Insurance:** GlobalMBA students should buy medical insurance before coming to China. When purchasing insurance, students should ask the insurance company in detail how to use the medical insurance and whom to contact during the study in China. If students do not have insurance policy covering their stay in China, they are required to purchase medical and accident insurance in China.
- **Cost of living:** The costs for renting an apartment near the campus is vary between 2000 - 3000/RMB per month. Apart from this, students would need minimum of 1500/RMB per month for food and others (including interment and telephone cost).

- **How do I get insight in my exam results?**

DUFE will send the exam result to UNF in the late August of each year. Please request the exam result from UNF International Business Flagship Program Office.

- **What is the re-sit procedure for exams?**

DUFE offers the opportunity to retake exams once.

- **What student services can I expect?**

You can obtain the support from International Education Office of SATC, including hotel booking and communication, Interpretation, local information support, emergency call for GlobalMBA program students. Apart from this, you will have your own local partners who can provide help when you need.

School will provide students with the number of events such as the city tour, enterprise visit and other student activities



Chapter 5: University of North Florida (UNF)

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UNF GlobalMBA Director
Professor of Economics
UNF Coggin College of Business



- **UNF GlobalMBA website for incoming students:** <http://www.unf.edu/coggin/globalmba/>

- **How to get to Jacksonville**

GlobalMBA students should fly into [Jacksonville International Airport](#) (airport code: JAX)
Students living on campus should notify our office of their arrival plans as early as possible so we can assist in making arrangements for checking-in with the [Housing Department](#).

It is recommended that students ask a friend for a ride or take a taxi/Uber/Lyft from the airport to their accommodations. If students are entering the US via an airport other than JAX, it is strongly recommended that they avoid taking a bus from city to city, especially if arriving at night. Inter-city buses are not the safest mode of transportation.

- **How to get around in Jacksonville**

Jacksonville does not have the advanced public transportation system enjoyed by most European countries. While there is a bus system ([JTA](#)), the majority of international students make friends with UNF students who have cars.

- **How to find housing**

- **On campus:** UNF offers on-campus housing options for students who submit housing contracts early. UNF's [Housing Department](#) has a comprehensive website that describes housing options, accommodations, prices, locations and general information. Alcohol is not permitted in any residence hall except for Osprey Village and the Flats, if all occupants of the room are over age 21.
All on-campus housing contracts are submitted on-line via myWings (students will not have access to myWings until their Application Form has been received and processed). In order to submit a complete contract, students are required to make a \$300 payment via credit card: \$100 is a non-refundable processing fee and \$200 is a prepayment toward rent.
Please note, the room, roommate, and other preferences students indicate on their housing contract are not guaranteed.
- **Off campus:** If students choose to live off campus, they will need to find their own accommodations. A new complex for students that offers short-term leases is [Frassati Newman Hall](#), a loosely religion-based community. Many students choose to rent houses or apartments near the beach if they have reliable transportation to campus. There are a couple of apartment complexes that are within walking or cycling distance from UNF. Most apartments in Jacksonville offer only 6-12 month leases, so it may be difficult to find an apartment that offers a 4- or 5-month lease. We recommend that you start looking as early as December or January to secure accommodations for August.

- **How to enroll at UNF**

- **At the beginning of the GlobalMBA program:** Students will receive a detailed email from Ms. Leach regarding the application and enrollment process at UNF. In order to have access to UNF's online library for thesis purposes for the duration of the GlobalMBA program, students should be enrolled at UNF the August of the year the program begins (one year before their semester at UNF takes place). For this reason, most documents are due in early August, and the remaining documents due in early September, before students arrive in Cologne. Each semester, Ms. Leach will register all students in the THK/UW/DUFE cohorts in the appropriate UNF classes; students in the UNF cohort will register themselves for classes.
- **For the fall semester at UNF:** Ms. Leach will register all students for the appropriate UNF classes.

- **What formalities do I need to do in Jacksonville?**

All international students are required to attend the UNF International Center J-1 student orientation. This typically takes place the Friday or Saturday before UNF classes begin. Students must bring with them the following items: DS-2019, passport with visa, local US address and phone number.

- **What costs do I need to cover?**

- All international students must have health insurance coverage during the UNF semester. This coverage must last from the first day of class in August until the first day of the spring semester in January. If students choose to leave the US before the first day of the spring semester, and they want to terminate their health insurance at that point, they must show documentation of their flights departing the US. Most students choose to purchase their own insurance and complete UNF's international insurance evaluation form for it to be accepted. If this form is not submitted, students must be enrolled in UNF's health insurance (approximately \$650 for the fall semester).
- The UNF cost of attendance estimates are updated annually. Students should refer to the UNF section of their cohort's estimated cost link on the [GlobalMBA website](#) (THK/UW/DUFE students should exclude the cost of tuition).

- **How do I get insight in my exam results?**
UNF's course management system is called Canvas. All of the UNF professors who teach in the GlobalMBA use this system, and students can access it through their UNF myWings accounts. The degree to which Canvas is used for a course depends on the professor, but students can expect that project and exam grades for all of their classes will be posted through this system.

- **What is the re-sit procedure for exams?**
UNF does not offer the opportunity to retake exams. Students should expect that grades earned for exams taken during the UNF semester are final.

- **What student services can I expect?**
 - **Campus Tour & Welcome Dinner:** GlobalMBA students are welcomed to UNF's campus by GlobalMBA faculty, staff and alumni and the upcoming cohort. This typically takes place the Friday before classes begin.
 - **Coggin Career Management Center:** The [Career Management Center](#) offers professional development programming throughout the UNF semester. These events are free to all Coggin students at UNF.
 - **Coggin College of Business Student Organizations:** The Coggin College of Business hosts a number of [student organizations](#) open to graduate students.
 - **Student Wellness Complex:** GlobalMBA students have access to UNF's \$19.5 million [Student Wellness Complex](#), which houses indoor group fitness rooms, \$900,000 of fitness equipment, a 32-foot climbing wall, a 1/8 mile indoor track and more. UNF also has a number of intramural sports teams that students may join.
 - **Student Health Services:** Students can receive basic medical attention, medications and referrals from the on-campus medical clinic.
 - **Counseling Center:** The UNF Counseling Center offers individual and group counseling services to students, along with other healthy living workshops and events.
 - **Diversity Initiatives:** UNF is committed to diversity, as seen through services provided by the following organizations...and more:
 - LGBT Resource Center
 - Women's Center
 - Interfaith Center
 - Student Alliance for Inclusion and Diversity
 - **Osprey Connector:** Students may ride the UNF [campus shuttle](#) to various stops around campus, to the residence halls and to the nearby shopping area, [St. Johns Town Center](#).