



Munich Business School
shaping tomorrow

STUDENT GUIDE 2025/26

**ALL YOU NEED TO KNOW
ABOUT MBS**

CONTENT

Welcome to Munich Business School	3
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<u>1.</u> Munich Business School	4
<u>1.1</u> About MBS	5
<u>1.2</u> MBS Rules and Regulations	6
<u>1.3</u> MBS Bodies, Committees and Officers	7
<u>1.4</u> MBS Contact Persons	8

<u>2.</u> Student Life	18
<u>2.1</u> Getting Started	19
<u>2.2</u> MBS Services	20
<u>2.3</u> MBS Engagement	21
<u>2.4</u> MBS Student Coaching and Mentoring Program	22
<u>2.5</u> Extracurricular Activities and Events	23
<u>2.6</u> Help Services	27

<u>3.</u> Facilities at Munich Business School	29
<u>3.1</u> MBS Premises	30
<u>3.2</u> Research Infrastructure	31
<u>3.3</u> IT and Communication Infrastructure	32
<u>3.4</u> Student ID and Copy Card	34
<u>3.5</u> Miscellaneous	35

<u>4.</u> Academic Rules	36
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WELCOME MESSAGE

DEAR STUDENTS

We are happy to welcome you (back) to MBS!

This student guide was developed to make living in Munich and managing your studies a little easier for you. You will find an overview of what is on offer at MBS plus all the necessary facts and useful contact information. You can search the whole document with a few clicks. This makes finding the information you are looking for easy and fast.

We, the faculty and staff at MBS, wish you a successful start and continuation of your studies!



Jörg Schwitalla
President



Prof. Dr. Stefan Baldi
Dean



Dr. Christine Menges
Chancellor

Munich Business School GmbH ·
All information is subject to change without notice · March 2025





Munich Business School

Munich Business School

MUNICH BUSINESS SCHOOL

1. MUNICH BUSINESS SCHOOL

1.1 About MBS

Munich Business School (MBS) is one of the leading internationally recognized business schools in the German-speaking area and the private university in Bavaria with the longest tradition. It was founded in 1991 as Europäische Betriebswirtschafts-Akademie (EBA) with the declared goal of setting new standards for internationality and practical relevance of education – a claim to which MBS is still dedicated today and that has also convinced the Bavarian Ministry of Science and the Arts: MBS has been accredited by the state of Bavaria in 1999 and since 2010, the accreditation is valid indefinitely. In 2003, the university was renamed Munich Business School. While the name has changed, the long-standing principle of success remains true: to prepare you for international management positions at best. In 2025, Munich Business School even earned the prestigious AACSB accreditation – a distinction held by only 6 % of business schools worldwide. AACSB accreditation guarantees that MBS meets the highest standard of excellence for business programs.

From bachelor's, master's and MBA programs to the doctorate program, Munich Business School's program offers are broadly diversified:

UNDERGRADUATE PROGRAM
Bachelor International Business
GRADUATE PROGRAMS
Master International Business Master in Finance Master International Marketing and Brand Management Master Innovation and Entrepreneurship Master International Business Sports Management and Media MBA General Management
DOCTORATE PROGRAM
DBA – Doctor of Business Administration in cooperation with Sheffield Hallam University (part-time)
PREPARATORY PROGRAMS
Pre-Bachelor International Business Pre-Master
OTHER PROGRAMS
Exchange and Study Abroad Programs

Our Vision

Munich Business School wants to be the preferred business school in Germany for globally minded, responsible, and entrepreneurial personalities from all over the world in their lifelong pursuit of knowledge and personal development.

Our Mission

Munich Business School contributes to the economy and society by creating an inspiring academic environment in Munich that enables individuals to strive for entrepreneurial success while treating the people around them as well as our natural resources in a respectful and responsible manner.

In a holistic approach, we encourage people to fully understand and appreciate their role in and impact on society as well as to competently apply and continuously advance their business knowledge. We provide students from all over the world with an academic and professional perspective in Germany and beyond. In collaboration with our international partner universities, we enable them to gain advanced insights into the global economy and diverse cultures.

Together with our company and academia partners, we create a platform for motivated and curious individuals with an entrepreneurial spirit to connect, exchange views, and learn from each other.

In all of our activities, we pursue practical relevance and high quality.

Our Values



1.2 MBS Rules and Regulations

MBS Basic Regulations

The basic regulations of Munich Business School are based on the Bavarian Higher Education Act and define the legal status of the university, the composition of its members, and its central decision-making bodies and committees ([chapter 1.3](#)). It is understood as the organizational framework for the implementation of the MBS mission and vision.

MBS Study and Examination Regulations

Each program has its individual study and examinations regulations. The current versions of the relevant study and examination regulations are available on the MBS [Virtual Campus](#) ("Services" > "Student Services" > "Examination Office – Examination Regulations") or [here](#).

MBS House Regulations

As a student at MBS, you are required to read and respect the MBS house regulations (to be found on the [Virtual Campus](#)). For example, always leave all rooms in a clean and tidy state and keep the volume down if required. Also, smoking inside the building and on the balustrade outside lecture rooms is prohibited.

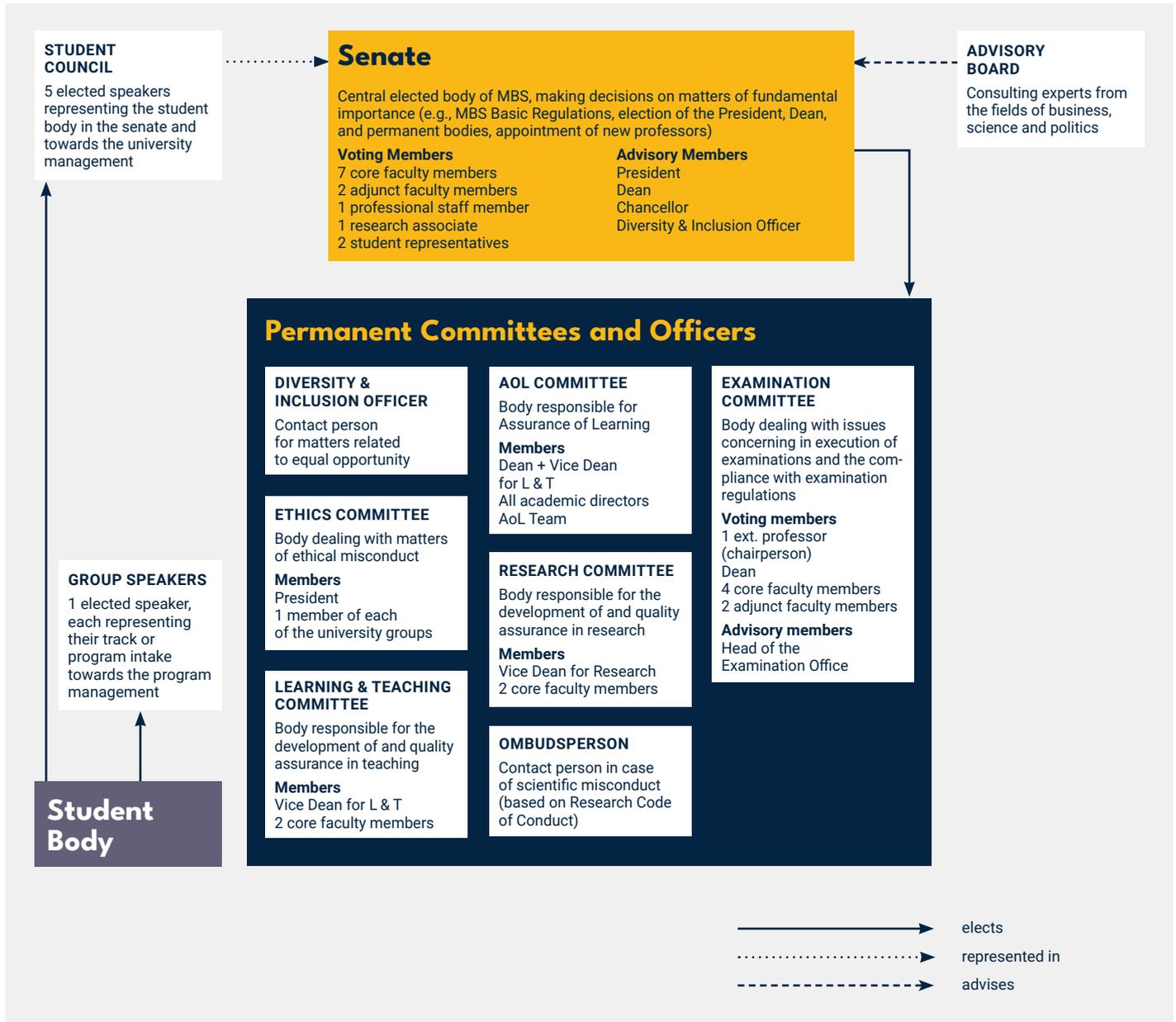
MBS Code of Conduct

Munich Business School is dedicated to create an environment that enables its whole community to strive for knowledge, entrepreneurial success, and a deeper understanding of their role in and impact on society. Based on its core values – innovative, responsible and globally minded – the MBS community agrees upon the principles of professional ethics, integrity, responsibility, and respectful behavior as formulated in the MBS Code of Conduct and Guidelines for Safeguarding Good Academic Practice at MBS. The full text can be found on the [Virtual Campus](#) (under "Services" in "Student Services" under "Guidelines & Regulations – Downloads")



1.3 MBS Bodies, Committees and Officers

The self-governance of the university is carried out by various elected representatives, bodies and committees, which ensure, among others, the implementation of the MBS mission, vision and values and compliance with the rules and regulations.



1.4 MBS Contact Persons

In this chapter you will find the respective current contact persons of the MBS University Management, the MBS study programs, MBS Services and MBS Committees and Officers.

MBS University Management



President

Jörg Schwitalla

joerg.schwitalla@munich-business-school.de



Dean

Prof. Dr. Stefan Baldi

stefan.baldi@munich-business-school.de



Chancellor

Dr. Christine Menges

christine.menges@munich-business-school.de



MBS Study Programs

Each study program at MBS is headed by an academic director and managed by a team of academic and professional staff members. From the program advisor to the examination office staff, you will find all the contact persons listed below who will support you during your studies at MBS.

PREPARATORY PROGRAMS

PRE-BACHELOR INTERNATIONAL BUSINESS

**Program Advisor**

Christine Heber

christine.heber@munich-business-school.de

+49 89 547678-272

**Head of Admissions & Academic Director**

Dr. Ferdinand Bubacz

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**Scheduling**

Irina Itu

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+49 89 547678-124

**Examination Office**

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PRE-MASTER

**Academic Director**

Timothy Kotowich

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**Program Advisor**

Uttamdeep Kaur

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**Admissions**

Andrew Heldt

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**Admissions**

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**Program Manager**

Viktória Rónyai

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**Scheduling**

Marie Brandl

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**Examination Office**

Martin Meister

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+49 89 547678-15



UNDERGRADUATE PROGRAM

BACHELOR INTERNATIONAL BUSINESS (IB)



Academic Director (Semester 1-3)
Prof. Dr. Patricia Kraft
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Head of Admissions
Dr. Ferdinand Bubacz
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Academic Director (Semester 4-7)
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Program Manager
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Examination Office
Ruth Weiland
ruth.weiland@munich-business-school.de
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GRADUATE PROGRAMS

MASTER INNOVATION AND ENTREPRENEURSHIP (IE)



Academic Director

Prof. Dr. Nadine Chochoiek

nadine.chochoiek@munich-business-school.de

+49 89 547678-164

MASTER INTERNATIONAL MARKETING AND BRAND MANAGEMENT (IMBM)



Academic Director

Prof. Dr. Sophie Hieke

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+49 89 547678-163

MASTER IN FINANCE (FIN)



Academic Director

Prof. Dr. Johannes Hofinger

johannes.hofinger@munich-business-school.de

+49 89 547678-230

IB | SPORTS MANAGEMENT AND MEDIA (SPO)



Track Director

Prof. Dr. Heiko Seif

heiko.seif@munich-business-school.de

+49 89 547678-257

MASTER INTERNATIONAL BUSINESS (IB)



Academic Director – IB Fall Intake

Prof. Dr. Christian Schmidkonz

christian.schmidkonz@munich-business-school.de

+49 89 547678-14



Academic Director – IB Spring Intake

Prof. Dr. Thomas Röhm

thomas.roehm@munich-business-school.de

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ALL MASTER'S PROGRAMS



Program Advisor

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Scheduling

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Program Manager

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Examination Office

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MBA GENERAL MANAGEMENT



Academic Director
Prof. Dr. Michael Rüdiger
michael.ruediger@munich-business-school.de
+49 89 547678-277



Admissions
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admission@munich-business-school.de
+49 89 547678-224



Program Manager & Advisor
Maciej Kaproń
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Scheduling
Sandra Hauber
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Examination Office
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DOCTORATE PROGRAMS

DBA DOCTOR OF BUSINESS ADMINISTRATION



Academic Director
Prof. Dr. David Wagner
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Program Manager, Program Advisor & Admissions
Veronika Lode-Honer
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INTERNATIONAL PROGRAMS

UNDERGRADUATE EXCHANGE SEMESTER (UES)



Undergraduate Exchange Program & Incoming Exchange Coordinator
Darsania Indra
incoming@munich-business-school.de
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Scheduling
Irina Itu
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GRADUATE EXCHANGE SEMESTER (GES)



Academic Director
Prof. Dr. Christian Schmidkonz
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Incoming Exchange Coordinator
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Examination Office
Linda-Luise Schallermayer
linda-luise.schallermayer@munich-business-school.de
+49 89 547678-123



MBS Services

Munich Business School offers a number of services such as the International Center or the Career Center. The contact details of the responsible staff members are listed below. Further information on each service unit can be found in [chapter 2.2](#).

SERVICE AND ADMINISTRATION



MBS Service and Administration Team

info@munich-business-school.de

+49 89 547678-0



Head of Welcome Desk

Yakup Bekmezci

yakup.bekmezci@munich-business-school.de

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Manager Service & Administration

Daria Podgorodnaya

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Manager Service & Administration

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INTERNATIONAL CENTER



Head of International Center

Jelena Novkovski

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Incoming Exchange Coordinator

Darsania Indra

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+49 89 547678-274



Outgoing Study Abroad Advisor & Erasmus Coordinator

Lisa Schmidt-Reitwein

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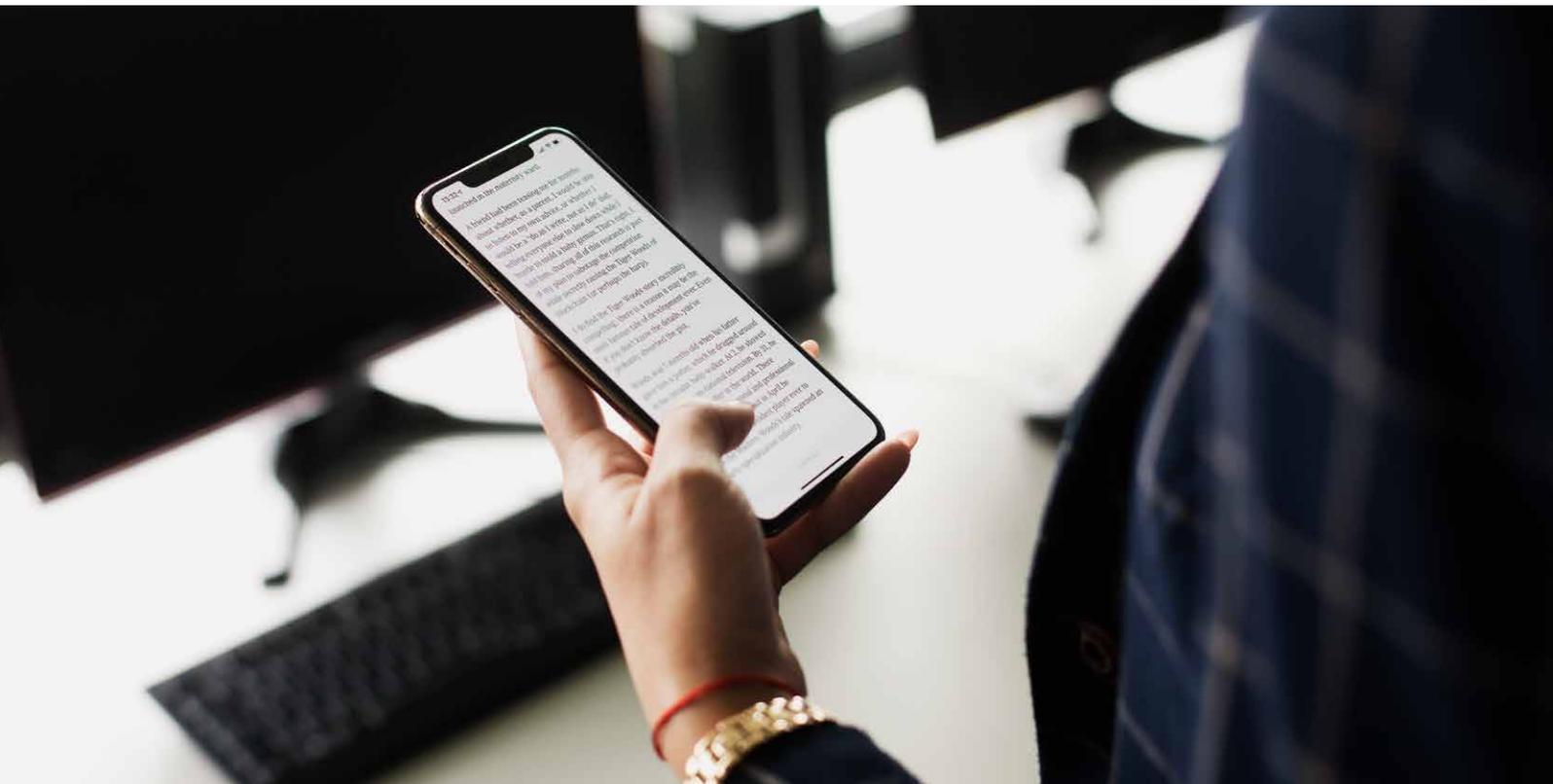


Outgoing Study Abroad Advisor

Andrea Mayr

outgoing@munich-business-school.de

+49 89 547678-274





INTERNATIONAL RECRUITING



International Recruitment Manager

Sevara Khaitmetova

ir@munich-business-school.de

+49 89 547678-120

ACCOUNTING



Vice Chancellor Finance & IT

Maninder Jit (Rosie) Pabla

maninderjit.pabla@munich-business-school.de

+49 89 547678-17

CAREER CENTER



Head of Career Center & Corporate Relations

Béatrice Mellinghoff

beatrice.mellinghoff@munich-business-school.de

+49 89 547678-255



Head of Human Resources

Monika Lang

monika.lang@munich-business-school.de

+49 89 547678-125



Assistant Manager Career Center & Corporate Relation

Ivanna Zakharevych

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+49 89 547678-255

SOCIAL MEDIA



Social Media Manager

Kris Naporra

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+49 89 547678-120

ALUMNI RELATIONS



Head of Alumni Relations

Dr. Lea Krähahn

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+49 89 547678-122

IT SUPPORT



IT Administration

Frank Eyermann

it@munich-business-school.de



Alumni Relations

Meg Hoechsmann

alumni@munich-business-school.de

+49 89 547678-270



IT Administration

Farid Ismayilov

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+49 89 547678-243

MBS Committees and Officers

The following section gives you an overview of your key contacts at the elected boards, committees and the officers of Munich Business School (see also [chapter 1.3](#))

MBS Student Council

At the beginning of each fall semester, the student assembly elects its representatives: The official date for this election of the MBS Student Council will be displayed in your course calendar on the Virtual Campus.

Diversity & Inclusion Officer

MBS is committed to providing all members of the university regardless of their ethnic origin, gender (identity), religion, age, sexual orientation, physical and mental abilities and social background, with equal opportunity and development possibilities in accordance with their qualifications. The Diversity & Inclusion Officer ensures the implementation of and compliance with equal opportunity principles and assists the university management in equal opportunity measures.



Diversity & Inclusion Officer

N.N.

(A new Diversity & Inclusion Officer will be elected in September 2025)

Ombudsperson

The MBS ombudsperson acts as advisor and mediator in all matters regarding suspected scientific misconduct, both for those who wish to report a suspicion as well as those who are exposed to such suspicions.



Ombudsperson

Prof. Dr. Florian Bartholomae

florian.bartholomae@munich-business-school.de



Deputy Ombudsperson

(In case of unavailability or bias)

Prof. Dr. Gabriella Máráz

gabriella.maraz@munich-business-school.de

Ethics Committee

The MBS Ethics Committee can be called upon by all members of the university and asked for advice in all matters of concern with ethical relevance.



President

Jörg Schwitalla

joerg.schwitalla@munich-business-school.de



Representative of the MBS Core Faculty

Prof. Dr. Florian Bartholomae

florian.bartholomae@munich-business-school.de



Representative of the MBS Adjunct Faculty

Stefan Geiger

stefan.geiger@munich-business-school.de



Representative of the MBS Teaching Staff and Research Associates

Núria Xicota Tort

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Representative of the MBS Professional Staff

Dr. Ferdinand Bubacz

ferdinand.bubacz@munich-business-school.de



Representative of the MBS Student Body

N.N.



STUDENT LIFE

2. STUDENT LIFE

2.1 Getting Started

How to get your Student ID (First Semester Students Only)

When starting your studies, you will receive a Welcome Bag on your first day at MBS. The bag contains a few goodies, such as a bottle and a calculator, which you will need for your studies at MBS.

Prior to your first day of studies you will be provided with your login data for [Virtual Campus](#).

Please use your username and password to log into [Virtual Campus](#). On your first login a popup window will appear asking you to acknowledge and give your consent to the following documents: IT Policy, House Regulations, Consent for Photo/Video Recordings (during lectures or events), Consent to the Processing and Use of Personal Data for Alumni Relations. Please read the documents thoroughly and confirm them by ticking the boxes next to each document.

After confirming the documents, please navigate to the "My Profile" tab and enter your current German address and emergency contact.

On your first day of studies, please come to the Welcome Desk and ask for your Student ID. The Welcome Desk team will check if you have acknowledged all documents and updated the current address and emergency contact in Virtual Campus. If these tasks have been successfully completed you will be presented with your Student ID.



2.2 MBS Services

MBS Welcome Desk

The MBS Welcome Desk is located on level 3 of the building. It is the front desk of the Service and Administration Office and provides administrative assistance for student-related tasks, supports and coordinates a variety of academic and non-academic services, and serves as a central point for students, faculty, staff, and guests. Services include the management of student records and documents, room planning and room booking, help with questions concerning the library and office equipment, and event support.



MBS International Center

The International Center at Munich Business School is responsible for a wide range of tasks and services. Besides the development and extension of international university partnerships and the supervision of the international exchange and study abroad programs, it also offers services for incoming and outgoing students.

As an **incoming student**, you are provided with extensive information on:

- Student visa regulations
- Housing and cost of living in Munich
- Health insurance

In this context, the International Center also organizes two orientation days at the beginning of each semester to welcome you and your fellow incoming students to MBS. Furthermore, you can participate in the MBS Buddy Program to be matched with experienced MBS students ("buddies") who help you integrate and support you during your first months in Munich.

As an **outgoing student**, the International Center supports you in planning your study abroad, e.g. through

- Information events
- Information material (online database with information on the international partner universities, Dual Degree Guide etc.)
- Access to the Study Abroad Portal:
www.munich-business-school.de/portal
- Individual consultation
- Liaising with MBS alumni and senior students
- Coordinating funding opportunities, such as Erasmus+ grants.

MBS Career Center

The MBS Career Center serves as the interface between students and the business world. During your studies at MBS, you will receive extensive support for planning and realizing your professional goals. Services of the Career Center include:

- Application training sessions
- Individual career coaching
- Job portal including numerous company contacts (Job Teaser)
- Career events and guest lectures
- Company visits

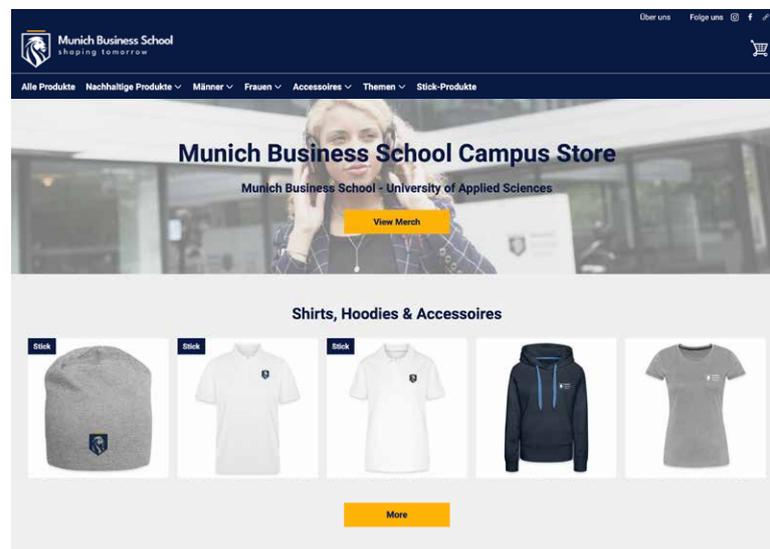
Further information can be found in [chapter 2.5](#).

MBS Alumni Relations

MBS fosters strong alumni relations to maintain a vibrant community beyond graduation and to create meaningful connections between alumni and current students. Alumni often return as mentors, guest speakers, and business project partners, sharing valuable insights and career guidance. At the same time, MBS is committed to giving back to its alumni: through exclusive networking opportunities, the promotion of alumni success stories, and tailored communications as a way of recognizing their value and strengthening long-term bonds. This mutual exchange highlights the unique spirit and strength of the MBS network. For more on alumni engagement, mentoring, and services, see [chapter 2.3](#) and [chapter 2.4](#).

MBS Shop

The [Munich Business School Online Shop](#) offers a range of high-quality apparel and accessories featuring the MBS logo. With products including t-shirts, hoodies, caps, and more, it's the perfect place for students, alumni, and supporters to show their school pride. The shop provides easy online ordering and worldwide shipping, making it simple to represent Munich Business School wherever you are.



2.3 MBS Engagement

The MBS Engagement module is an integral part of the curriculum of each full-time study program at Munich Business School. It engages you to become an active and responsible member of the MBS community, e.g. by planning and managing social events at MBS, realizing charity projects, or helping other students integrate. In return, you will receive so-called "MBS Engagement Points" (MEP) for your commitment, which are subsequently converted into actual ECTS.

The extracurricular social and faculty-related activities initiated by MBS Engagement support you in developing your personality, your entrepreneurial skills as well as your sense of responsibility and ethical behavior.

You have free choice of activities and dedication to the different activity fields, e.g.,

- Founding or volunteering for a student initiative (see [chapter 2.5](#))
- Planning, organizing, supporting, and/or participating in extracurricular events
- Contributing and assisting with social media
- Assisting foreign students and first semester students
- Participating in application days, alternatively in online interviews for prospective students
- Supporting the MBS Career Center
- Getting involved as student representative or group speaker

More information on MBS Engagement can be found on our [Virtual Campus](#).



2.4 MBS Student Coaching and Mentoring Program

MBS Mentoring Program (BA and MA Students Only)

The MBS Mentoring Program matches selected BA and MA students with one of our MBS Alumni. As a mentee, you benefit from Mentors with extensive professional experience and a diverse range of careers who help you to identify and achieve your goals, both academic and professional. Mentors will share their experiences with you, show you different perspectives and give you new impulses. Spots for the MBS Mentoring are limited. An Info Session is held in September and the application will open thereafter. The Mentoring Committee will communicate admission and matches in October. The program officially kicks off in November.

Contact: alumni@munich-business-school.de

MBA Career Coaching and MBA Business Coaching (MBA Students Only)

MBA students can choose to get individual 1:1 support by an external Career Coach OR a Business Coach.

With the **MBA Career Coaching**, MBA students have the opportunity to work specifically on their professional career goals.

Discussed topics may include:

- Define your USP. What is (are) your career goal(s)?
- Create your career strategy: How do you reach your career goals?
- Job hunt: What jobs are you interested in? Where do you find them?
- Applications documents: will be checked by your career coach
- Job interview preparation

Contact: career@munich-business-school.de

The focus of the **MBA Business Coaching**, on the other hand, is on working on a specific issue within the student's company.

Discussed topics may include:

- How to advance within the company
- How to deal with conflict situations

Contact: mba@munich-business-school.de





2.5 Extracurricular Activities & Events

Student Initiatives

- **MBS E-Sports Club:** The MBS E-Sports Club is dedicated to all game players who want to compete at a higher level or just for fun. Currently it is operating numerous games including CSGO, COD, League of Legends and more. Your own friends or squads are welcome to join the competitions too. The club offers a platform for anyone to meet new players and make new friends within the club and university.
- **MBS Chess Club:** Founded in October 2022 the chess club runs mainly via the platform Chess.com. Members can play against each other in competitions or interact with other online players. The people with the highest playing times receive a monthly sponsored premium account. In addition, interactive lectures on various chess topics are held at the university. They serve to network and improve playing skills. There is no required skill level to join. Depending on the demand beginner courses are also held.
- **MBS International Club:** The MBS International Club aims to get hold of all non-local students in finding their way into the MBS Community, and to settle in well. The members of the initiative organize events about twice a month. Recent examples include the Latin American Carnival and more recently great virtual events such as the MBS Oktoberfest, MBS Halloween, Diwali, a St. Patrick's Day party, and a Mother's Day party.
- **MBS get2gether:** MBS get2gether regularly organizes events to balance out the everyday life at the university. Activities are divided into four categories: 1) clubbing (e.g., Welcome Party, Christmas Party, Mid-Term Party), 2) sports (e.g., soccer, pre-winter trophy, karting challenge etc.), 3) culture (Long Night of Museums, Long Night of Music), and 4) dinner (e.g., Running Dinner, Culinary Journey). The members of the initiative also take on the task of integrating exchange students by organizing joint activities and involving them in all kinds of events.
- **MBS Football Club:** The MBS Football Club welcomes all football enthusiasts at MBS to join regular training sessions and friendly matches against other hobby teams. Whether you're a beginner or a pro, everyone is welcome – fun is our top priority. Our goal is to create a strong sense of community and offer MBS students the opportunity to connect with each other through their shared passion for football. It's a great way to meet new people, stay active, and enjoy the sport together.

- **MBS Hiking Club:** The MBS Hiking Club provides students with an opportunity to explore the natural beauty of Bavaria, connect with nature, and foster a sense of community through outdoor adventures. Our purpose is to promote physical well-being, teamwork, and environmental awareness while offering students a refreshing escape from academic life. Whether you're an experienced hiker or a beginner, our club welcomes all to experience the joy of hiking together.



- **MBS Dancing Club:** The MBS Dancing Club is a dynamic community where MBS students, faculty and alumni can come together to celebrate the joy of dance. From Latin styles like Bachata and Salsa to modern trends like K-pop and TikTok dances, the club embraces diversity in music and movement. Members will have the chance to explore a variety of dance styles, practice together, and perform at school events and themed parties. This club offers a fun and inclusive space to share a passion for dance, meet new friends, and experience the art of movement. The purpose of the MBS Dancing Club is to create a vibrant and inclusive environment where students can express themselves through various dance styles, foster cultural appreciation, and build lasting connections. Through regular meetups and performances, the club encourages creativity, collaboration, and personal growth while celebrating the rich diversity of dance forms. By organizing themed events, such as Halloween parties and Bavarian dance for Oktoberfest, the club aims to bring the MBS community together and add excitement to the student experience.



- **MBS Movie Club:** We shall meet to both watch and discuss movies, providing a space for students to both learn more on culture and have a mental break from their studies, whilst at the same time fostering a greater community spanning all majors. Some movies will have to do with business, some not, and some will be international movies to grant a greater global perspective. Events will be held on campus to watch the movie in question and discuss it as a group afterwards, or if time is limited watch the movie in our own time and meet to just discuss it. We plan on hosting holiday related events such as for Halloween and Christmas, wherein food and drink will be provided, as well as excursions to local Munich movie theaters to watch new releases in English if offered.



- **MBS Golf Club:** The MBS Golf Club brings together golf enthusiasts from the MBS community, providing an opportunity for students from different semesters to connect. Through tournaments or normal sessions, members can improve their golf skills and build valuable connections. You have never played Golf yet? No problem! We are happy to advise you on how to complete your golf proficiency certificate. The club promotes physical activity and networking, while also planning partnerships with local golf courses such as Golfpark Aschheim to offer exclusive training opportunities. The goal of the club is to foster cultural exchange and teamwork, with a focus on the enjoyment of the sport.



- **MBS Career Club:** The members of the MBS Career Club have set themselves the goal of actively advancing their careers. The focus is on exchanging ideas on topics such as improving grades, preparing and applying for internships, planning a Master's degree and other career-related issues. There is a particular focus on mutual support, for example by exchanging contacts or arranging internships for former members by arrangement. For further information on the application process, please contact career-club@munich-business-school.de.





- **MBS Swimming Club:** The Swimming Club is a student-led initiative dedicated to promoting swimming as both a recreational and competitive activity. Whether you're a beginner looking to improve your technique or an experienced swimmer aiming to refine your skills, our club provides a welcoming environment for all skill levels. We organize occasional swimming events to bring together students who share a passion for swimming. A coach will be available during training sessions to provide guidance and help members improve their swimming techniques.
- **MBS Debate Club:** The Student Debate Club at Munich Business School is a platform for students to engage in structured discussions on a variety of topics, from business and politics to ethics and global issues. The club aims to enhance critical thinking, public speaking, and argumentation skills in a friendly yet competitive environment. Through regular debates, workshops, and competitions, members can refine their persuasive abilities and develop confidence in presenting their viewpoints. Open to students of all backgrounds, the club fosters intellectual curiosity, collaboration, and a deeper understanding of diverse perspectives.
- **Table Tennis Club:** The Table Tennis Club brings together students who enjoy playing table tennis during their breaks at university. Since many students already play casually, we create a structured and engaging community around the sport. Our club provides regular opportunities for players of all skill levels to improve, compete, and have fun. We organize monthly tournaments, allowing students to challenge each other in a competitive environment. Additionally, we host training sessions to help members refine their techniques and enhance their overall gameplay. Whether you're a beginner looking to learn or an experienced player seeking competition, our club welcomes everyone who shares a passion for table tennis! We also maintain a ranking system similar to the ATP Tennis World Ranking. Members earn MEPs for providing help in Organizing Tournaments and training sessions.
- **Family Business Network:** The MBS Family Business Network brings together students with a family business background, creating a vibrant platform for connection, learning, and personal growth. Our mission is to build a strong, community where ideas, experiences, and insights into family businesses are shared openly and meaningfully. Through networking events and conversations with experienced speakers, we explore the unique dynamics, traditions, and challenges of family-run businesses. Whether you are continuing a family legacy, working to modernize your family business, or simply come from an entrepreneurial family – this is the place to connect with like-minded people and exchange ideas. Join us to connect with like-minded peers, exchange insights, and help shape the future of family business – together.

Contact for all those student initiatives:

viktoria.ronyai@munich-business-school.de

MBS International Buddy Program

The MBS International Buddy Program aim is to improve the integration of newly arrived international exchange students by pairing them with MBS students, known as "buddies".

At the same time, MBS students are given the opportunity to act as mentors and to get to know students from partner universities where they plan to spend their semester abroad.

The Buddy Program is thus an ideal way for participants to learn from each other, to refresh their language skills, and to make new friends on an international basis. In addition, buddies who are fulfilling the necessary requirements, can earn MBS Engagement Points.

Contact: buddy@munich-business-school.de



Events at MBS

The university hosts numerous events, which are usually advertised on the Virtual Campus, where you can also officially register as a participant.

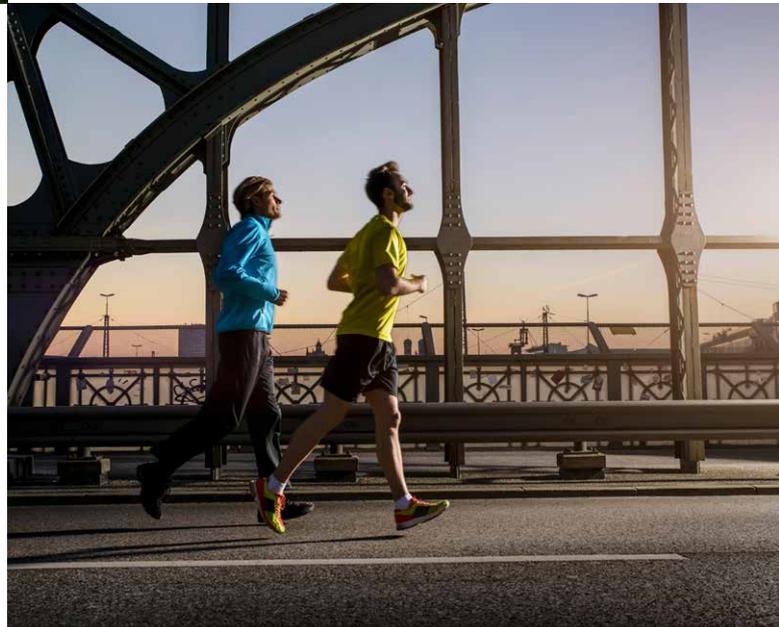
As mentioned in [chapter 2.2](#), the MBS Career Center and the Alumni Relations department regularly organize career and networking events and activities supporting you in kick-starting or boosting your career and expanding your business network. Guest lectures and workshops held by representatives from leading companies of many sectors provide insights into potential working environments. Company visits and company presentations give you the chance to apply your theoretical knowledge and to make contacts that are important for your professional future. Events such as MBS Alumni Career Talks or MBS Start-up Spirit give you plenty of opportunity for an exchange and insight into the career trajectories of former MBS students in the corporate sphere and start-up realm.

Other events include the Semester Opening Ceremony, Graduation Ceremony, outdoor and teambuilding days, parties and get-togethers as well as charity events.

Sports Activities

As an MBS student, you are entitled to take part in the sports program of the University Sports Center Munich (Zentraler Hochschulsport München/ZHS). The ZHS offers a large variety of sports courses from general fitness and health courses to game and ball sports, dance courses, trend and leisure sports, martial arts, mountaineering and climbing courses. The basic semester fee of EUR 10 covers some of the basic fitness courses, but for most courses you have to pay an additional fee (which is still relatively inexpensive). For more information or questions, please visit the [FAQ](#) section of the ZHS website.

In addition, MBS has a cooperation with the fitness studio chain FitX. As an MBS student, you benefit from a reduced membership fee of EUR 20 per month and you can train in all studios throughout Germany. The closest studio is located near campus and is open 24/7.



2.6 Help Services

When experiencing personal or study related-problems, talking to another person can help solve these problems. This can either be a friend, a family member, an MBS professor or staff member, but sometimes it can also be helpful to talk to a professional. No problem is "too small" and it is better to reach out for help early, rather than wait until the problems become a crisis.

MENTAL HEALTH FIRST AID AT MBS

If you feel that you or a friend of yours need help, please reach out to our MBS Mental Health First Aiders. They have been professionally trained to help guide you to relevant support that you need. In this role, confidentiality is key, so each discussion is protected.

Our MBS Mental Health First Aider (MFHAs):

- Prof. Dr. Christian Schmidkonz:
christian.schmidkonz@munich-business-school.de
- Julia Bachhuber:
Julia.Bachhuber@munich-business-school.de
- Béatrice Mellinghoff:
Beatrice.Mellinghoff@munich-business-school.de
- Linda-Luise Schallermayer:
linda-luise.schallermayer@munich-business-school.de
- Andrea Mayr:
andrea.mayr@munich-business-school.de
- Prof. Dr. Nadine Chochoiek:
nadine.chochoiek@munich-business-school.de
- Jelena Novkovski:
jelena.novkovski@munich-business-school.de
- Maciej Kapron:
maciej.kapron@munich-business-school.de

The below resources are independent of MBS and MBS will not be informed if you call or visit one of the services.

We have a special "**Mental Health Coaching**" cooperation with Dr. med. Constance Spring. She is an experienced medical doctor and certified systemic coach. She offers her services at a reduced student rate, specifically for MBS students.

Dr. med Constance Spring
Theresienstr. 18 · 80333 Munich
Contact: perspektiven.wechsel@posteo.de
Phone: 0151 21215861

EMERGENCIES

Police: 110

Ambulance or Fire Department: 112

LMU Clinic for Psychiatry and Psychotherapy

Emergency Room
Nußbaumstr. 7 · 80336 Munich
Phone Hours: Mon – Fri: 09:00 – 12:00 and 14:00 – 16:00
Phone: 089 4400-53307
Outside of these hours: 089 4400-55511 or -55512

STUDENT SUPPORT SERVICE

Nightline München (Students supporting students)

Hours: Tue, Thu: 21:00 – 00:30

Phone: 089 35713571

Website: www.nightline-muc.de

[EN](#) [DE](#)

PSYCHOLOGICAL SERVICES

Münchner Insel (Counseling)

Marienplatz Subway Station

Hours: Mon, Tue, Wed, Fri: 09:00 – 18:00; Thu: 11:00 – 18:00

Phone: 089 220041

Website: www.muenchner-insel.de

[EN](#) [DE](#)

Die Arche (Counseling and Crisis Services)

Saarstr. 5 · 80797 Munich

Hours: Mon – Fri: 09:00 – 17:00

Phone: 089 334041

Website: www.die-arche.de

[EN](#) [DE](#)

Caritas (Psychological Services for Immigrants)

Bayerstr. 73 · 80335 Munich (2nd floor)

Hours: Tue: 12:00 – 13:00 (best to arrive early)

Phone: 089 2311490

Website: www.czm-innenstadt.de

[EN](#) [DE](#)

Krisendienst Psychatrie (Crisis Services)

Plinganserstr. 33 · 81369 Munich

Hours: 24 h (no English guaranteed)

Phone: 0180 6553000

Website: www.krisendienst-psychiatrie.de

[DE](#)

Telefonseelsorge – Counseling

Hours: 24 h

Phone: 0800 1110111

0800 1110222

116 123

Website: www.telefonseelsorge.de

There are also options for counseling via mail or chat available.

For information on international counseling in multiple foreign languages via phone:

Website: www.telefonseelsorge.de/internationale-hilfe

[DE](#)

Seelefon – Counseling also for persons who have loved ones with a psychological disorder

Hours: Mon – Thu: 10:00 – 12:00 and 14:00 – 20:00

Fri: 10:00 – 12:00 and 14:00 – 18:00

Contact: seelefon@psychiatrie.de

Phone: 0228 71002424

[DE](#)

DEPRESSION & SUICIDAL THOUGHTS

Deutsche Depressionshilfe Info-Telefon

(German Depression Support Hotline)

Hours: Mon, Tue, Thu: 13:00 – 17:00

Wed, Fri: 08:30 – 12:30

Phone: 0800 3344533

Website: www.deutsche-depressionshilfe.de



Deutsche Gesellschaft für bipolare Störungen, e.V.

(German Association for bipolar disorder)

Hours: Mon: 10:00 – 13:00

Tue: 14:00 – 17:00

Wed: 15:00 – 18:00

Thu: 17:00 – 20:00

Fri: 10:00 – 13:00

Phone: 0800 55 33 33 55 (German only)

Counseling via email: mailberatung@dgbbs.de

(multiple languages, including English)

Website: www.dgbbs.de



Frnd – Freunde fürs Leben

Summary of information on how to help oneself and how to help a friend.

Website: www.frnd.de



Deutsche Gesellschaft für Suizidprävention

Website: www.suizidprophylaxe.de



ALCOHOL AND DRUG ABUSE

Vergiftungs-Informations-Zentrale

(Poisoning Information Hotline)

Hours: 24 h

Phone: 0761 19240



GENERAL HEALTH SUPPORT

Unabhängige Patientenberatung

(Independent patient advisory)

Hours: Mon – Fri: 08:00 – 20:00; Sat: 08:00 – 16:00

Phone: 0800 0117722

Can advise on a number of health topics



OTHER IMPORTANT CONTACTS

KVB-Bereitschaftspraxis Elisenhof

(Medical On-Call Service – Non-Emergencies)

Prielmayerstr. 3 · 80335 Munich

Hours: Mon, Tue, Thu: 19:00 – 23:00

Wed, Fri: 14:00 – 23:00

Sat, Sun, Holiday: 08:00 – 23:00

Phone: 116 117

KVR Bürgerbüro

(Registration, German Visa...)

Ruppertstr. 19 · 80337 Munich

Hours: Mon, Wed, Fri: 7:30 – 13:00

Tue, Thur: 08:30 – 13:00 and 14:00 – 18:00

Contact: studenten-ii3.kvr@muenchen.de

Phone: 089 23396000





FACILITIES

3. FACILITIES AT MUNICH BUSINESS SCHOOL

3.1 MBS Premises

Opening Hours for Students

MBS Lounge (ground floor):
Mon – Fri: 08:00 – 18:00

Level 1 (incl. MBS Library & Study Room):
Accessible 24/7 with your student ID

Level 2 and 3:
During the lecture and examination period:
Mon – Fri: 08:00 – 19:00

Availability of MBS Staff

Professional staff:
Mon – Fri: 09:00 – 17:00 or by appointment

Welcome Desk:
Mon – Fri: 09:00 – 16:00

Core Faculty:
Preferably by appointment

Munich Business School is located on the ground floor as well as on level 1, 2, and 3 of the building in Elsenheimerstr. 61 and includes numerous seminar rooms and staff offices, working spaces and leisure rooms. To search for a room, please check "**Free rooms**" on the [Virtual Campus](#), the info screens in the hallways, or the displays next to the Welcome Desk (level 3).



Level 3

Welcome Desk
Seminar rooms 301-340 and staff offices
Study Center and Computer Lab
(workplaces with public access PCs)
Lockers
NEW: MBS Idea Space

Level 2

Seminar rooms 200-239 and staff offices
SBC Lounge and EY Lounge
(including a fully equipped kitchen)

Level 1 (24/7 access)

Seminar rooms 103-109
MBS Library (including public access
PCs and an adjacent study room)

Ground Floor

MBS Lounge (including a fully equipped kitchen,
a soccer and a ping pong table, an open working
space, and access to the backyard)



3.2 Research Infrastructure

MBS Library

The MBS reference library enables research in current specialist/technical literature, specialized in the courses on offer at MBS. It offers 10 reading desks including two computers in the adjoining study room. Furthermore, students have access to online databases containing full-text versions of more than 1,100 scientific journals. Please note that it is not possible to borrow books. When using the library, please respect the following ground rules:

Books and newspapers cannot be checked out and may not leave the library.

The library is a quiet area, so please refrain from phone calls and other loud conversations.

Contact: library@munich-business-school.de

Online Databases

Access to online libraries is provided through the Virtual Campus menu "Services > Student Services > Library Services".

There you will have the opportunity to read and/or download books, magazines and articles.

The online resources are dependent on the publisher; some of the content can be viewed as a visitor only. If you are prompted for your login name or password, you must register yourself. A comprehensive webinar video on how to register and gain access to online and external libraries can be found in the Munich Business School MS Teams group under the "Online Learning" channel in the files tab.

Research Software

For your final thesis and other research projects, MBS provides both licenses for quantitative (SPSS) and qualitative (NVivo) research which are installed in the MBS Computer Lab (NVivo only on computers: Comp0313, Comp0342, Comp0346). In addition, we offer the transcription software F4x licenses which is used to convert audio files into text files. A limited number of (portable) USB licenses and foot pedals can be borrowed for post-processing the text files. If you are interested, please contact your supervisor first.

External Libraries

As a student at Munich Business School, you also have free access to the following libraries:

Universitätsbibliothek der LMU

Geschwister-Scholl-Platz 1 · 80539 Munich

Phone: 089 2180-2429

Website: www.ub.uni-muenchen.de

Bayerische Staatsbibliothek

Ludwigstr. 16 · 80539 Munich

Phone: 089 28638-0

Website: www.bsb-muenchen.de

Bibliothek des Institut Français

Kaulbachstr. 13 · 80539 Munich

Phone: 089 286628-23

Website: mediathek-muenchen.institutfrancais.de

Bibliothek des Amerikahauses

Karolinenplatz 3 · 80333 Munich

Phone: 089 552537-20

Website: www.amerikahaus.de

Instituto Cervantes München

Alfons-Goppel-Str. 7 · 80539 Munich

Phone: 089 290718-12

Website: munich.cervantes.es

IHK-Bibliothek (non-lending reference library)

Max-Joseph-Str. 2 · 80333 Munich

Phone: 089 5116-219

Website: www.muenchen.ihk.de

Münchener Stadtbibliothek

• Gasteig HP8
Hans-Preißinger-Str. 4 – 8 (Halle E) · 81379 Munich

• Motorama
Rosenheimer Str. 30 · 81669 Munich

• Monacensia
Maria-Theresia-Str. 23 · 81675 Munich

Website: www.muenchner-stadtbibliothek.de

3.3 IT and Communication Infrastructure

On your first day at MBS, you will receive an official instruction to the IT and communication facilities at Munich Business School, e.g., covering information on your personal email account, stationary computers and Wi-Fi, the MBS intranet, the MBS alumni platform, and locking system.

Your Personal Account

By becoming a student at MBS, you will also receive a personal account for the MBS Academic Network (MAN), which comprises all networks and computers at MBS, the MBS mailing system as well as the MBS intranet.

You will be provided with your login data (Windows and Virtual Campus login, email login and password) as well as your MBS email address prior to your first day of studies. Before activating your account and accessing the MAN, please read the regulations for the use of the information and communication technology at MBS (document "IT Policy" in Virtual Campus).

As you have been provided with a university e-mail address (firstname.lastname@munich-business-school.de) you must check this e-mail account regularly or forward these emails to another mailbox. However, you are personally responsible for setting up the automatic forwarding of your emails to a mailbox given by you. Munich Business School will (normally!) not use any other email address which you provide to contact you. The university address is also entered as the main contact address in our system from the 1st day of your program.

Please note that Munich Business School sends very important notifications (e.g. notifications from the Examination Committee) to this address, too. It is in your own interest to check this mailbox regularly or to forward these emails to another mailbox.

To activate your account, you need to log on to an MBS computer and change your password. Once the activation process is completed, you may use your login data for the following systems:

- MBS email, as well as other collaboration apps like Microsoft Teams
- MBS computers and Wi-Fi
- MBS copy machines
- MBS Virtual Campus (intranet)
- LMS Moodle

MBS Email and Collaboration Tools

MBS provides you with an exchange webmail inbox with 50 GB storage hosted by Microsoft Cloud. Features include

- Access to your calendar
- Access to email addresses of all MBS lecturers, students, alumni, and staff
- Microsoft Teams Online collaboration tool
- 1 TB of personal storage space (OneDrive for Business)
- Microsoft Office Online Apps
- Up to five licenses for Microsoft Office 365 ProPlus

Your address is usually comprised of your first and last name (firstname.lastname@munich-business-school.de). Official emails from MBS and its staff will only be sent to your MBS email account. However, it is of course possible to redirect your emails to your private email account.

To check your webmail account, please visit

www.munich-business-school.de, go to "My MBS" in the footer of the page, select "Webmail" and enter your personal login data. Alternatively, the inbox can be integrated into any other email program, e.g., Outlook or Thunderbird. Instructions are available in the Computer Lab and at: support.munich-business-school.de/trac/wiki/public

Computer Access/Wi-Fi

Written instructions on how to access ESO, the MBS Wi-Fi, using different operating systems (Windows, Mac, and mobile phone) are displayed in the Computer Lab and online at:

support.munich-business-school.de/trac/wiki/public

Copying/Scanning/Printing

MBS offers five copy machines for students located on each level of the building (on Level 3 next to the Welcome Desk and in the Computer Lab). Detailed instructions on how to print/copy/scan are displayed right next to the copy machines. Advanced printing features include mobile printing (sent from your MBS email address) and AirPrint (MAC and iOS only), allowing you to either print in black and white ("BW_Queue") or in color ("Color_Queue").





Communication Platforms

MBS Virtual Campus: The MBS intranet, the so-called Virtual Campus, serves as the most important source of information for students. Here, you can create your own profile, check your personal course calendar, download course materials, participate in evaluations, register for groups or events, access online libraries, find vacant rooms, read about the latest news from MBS, search for and find internships and jobs, etc.

Important note: Since fall 2018, the Virtual Campus is the only source for the exam grades you get at the end of each semester. Please note the date of announcement of examination results. The Virtual Campus is also the platform to download your transcripts and to check which exams you've successfully passed and which exams have to be repeated.

To access the Virtual Campus, please visit www.munich-business-school.de, go to "My MBS" at the bottom of each site, select "Virtual Campus", and enter with your personal login data. You may also access the Virtual Campus directly via campus.munich-business-school.de

LMS Moodle: MBS uses Moodle Learning Management System (LMS) as a robust, secure and integrated system to create personalised learning environments. You access it via the MBS website or Virtual Campus, as well as directly via this link: lms.munich-business-school.de

Microsoft Teams: MBS uses Microsoft Teams to conduct selected courses or course segments online, to hold virtual events, and to keep students, faculty, and staff up-to-date.

MBS Job Teaser: This career platform can help you in

- applying for exclusively posted student jobs, internships, placements and graduate schemes within your local area, or even abroad;
- following your favorite companies and watch as they post vacancies;
- attending employability-related events;
- exploring all the available advice and guidance and build on your employability skills.

To register, please go to: munich-business-school.jobteaser.com

Ecosia Browser

As one of the first universities in Germany, MBS officially uses the search engine Ecosia, which allows you to turn your web searches into trees planted and therefore remove 1kg CO2 out of the atmosphere with each search. Use the link www.ecosia.co/mbs to install the search engine to your device. Using this link will also contribute your searches to the virtual MBS tree counter (by July 2021, over 850 trees were planted based on MBS searches).

3.4 Student ID and Copy Card

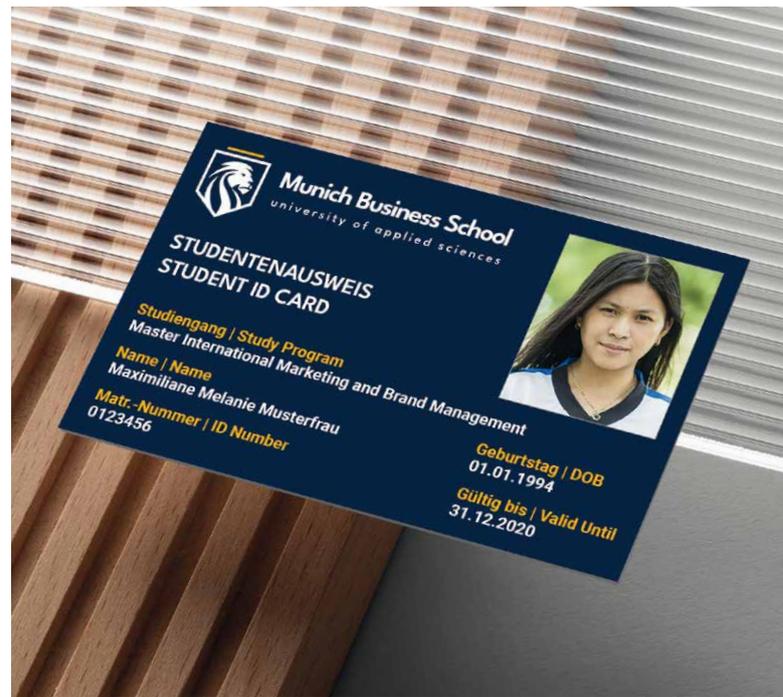
Your student identification card gets you more than just reduced prices at the cinema. At MBS, it also serves as a copy card and a key locking and unlocking the doors to seminar rooms and the MBS Lounge. You should therefore always take it with you.

You will receive your personal student ID on your first day at MBS. You can charge your printing account using PayPal. Please go to print03.munich-business-school.de (works only at MBS) or check signs posted next to printers. The remaining balance will not be refunded after graduation.

Instructions on how to use your copy card are placed directly next to the copy machines (see also [chapter 3.3](#)). Prices for copying/printing/scanning:

- EUR 0.05 B/W copy/print
- EUR 0.40 color copy/print
- Scanning is free (scan-to-mail)

If you lose your student ID, please report this immediately to the Welcome Desk staff so that the card can be cancelled. To receive a completely new student ID, a payment of EUR 50 is required.



3.5 Miscellaneous

Pocket Calculators

Some exams at MBS require a pocket calculator. The only allowed calculator is the MBS branded calculator (Rebell Scientific Calculator SC2060S). You will receive this calculator at the beginning of your studies together with your student ID. All students from the second semester upwards can pick it up at the Welcome Desk.

Please note that this MBS calculator is only allowed if the MBS branding is clearly visible.

Calculators can be borrowed at the Welcome Desk. If you lose the calculator or the MBS branding was destroyed, you can purchase a new calculator for EUR 15 at the Welcome Desk.

Lockers (Level 3)

MBS offers lockers for rent for your study materials, lecture notes, or other items. They are located on level 3 next to rooms 323 and 325 at a fee of EUR 1.90/month in the first year (EUR 1.60/month every following year) plus a key deposit of EUR 20. To rent a locker, please register on www.astradirect.de. The minimum period for which you can rent a locker is one year (exceptional right to quit if you graduate or change university). Please check your Welcome Package for your personal locker contract or ask the Welcome Desk.

Stay up-to-date

To learn more about MBS and stay up-to-date, check out our website and follow us on our various social media channels.

 **MBS Website:**
www.munich-business-school.de

 **MBS Insights Blog:**
www.munich-business-school.de/insights

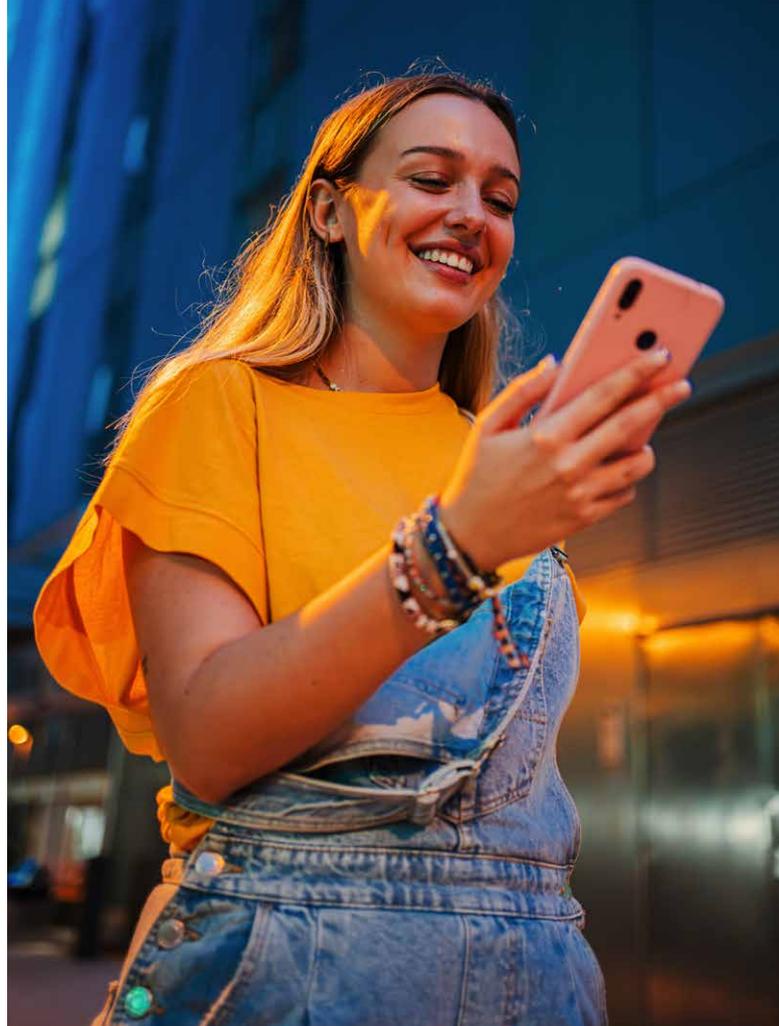
 **MBS on Instagram:**
www.instagram.com/munich.business.school

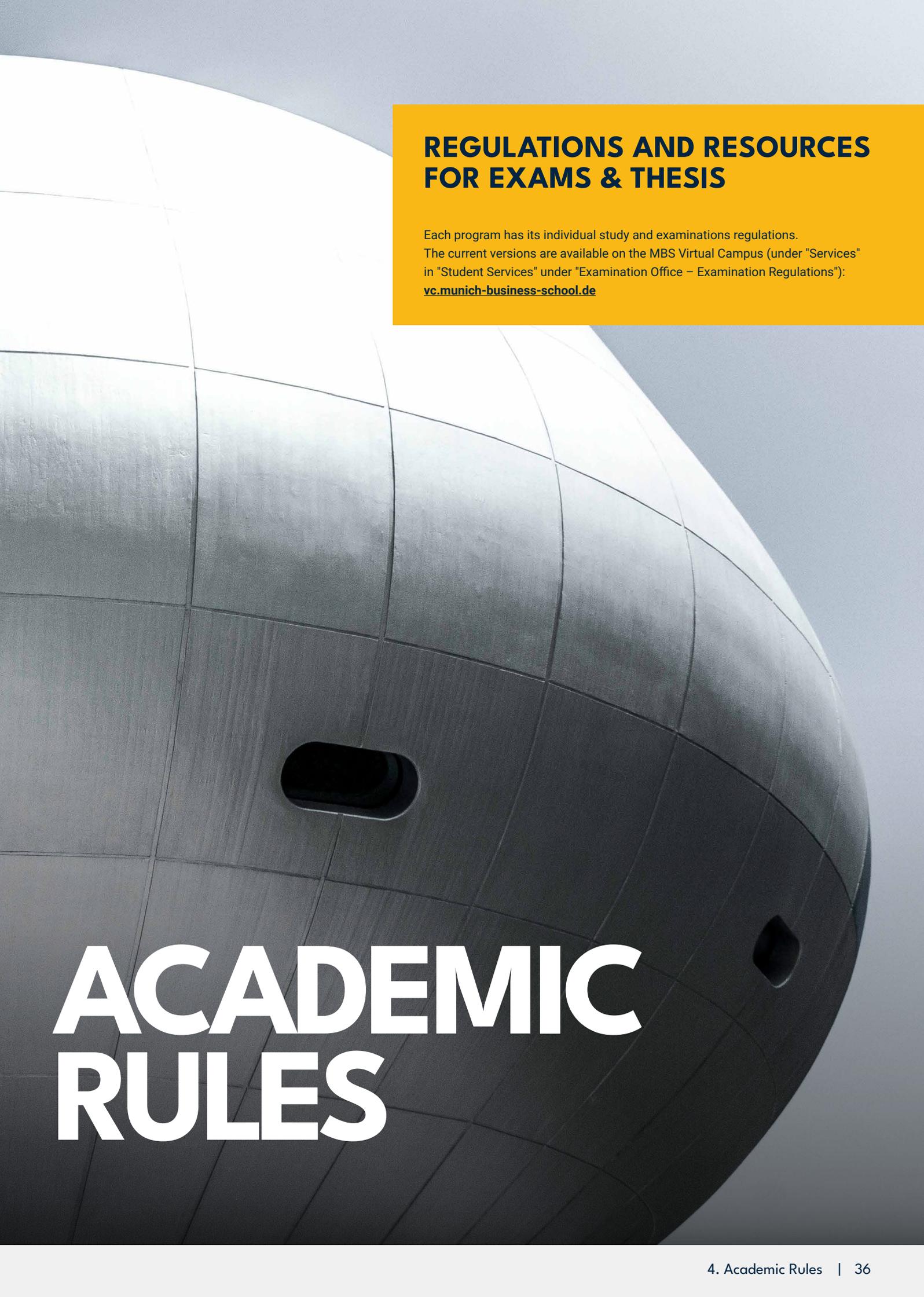
 **MBS on Facebook:**
www.facebook.com/munich.business.school

 **MBS on LinkedIn:**
www.linkedin.com/school/munich-business-school

 **MBS on YouTube:**
www.youtube.com/@munich.business.school

 **MBS on TikTok:**
www.tiktok.com/@munich.business.school





REGULATIONS AND RESOURCES FOR EXAMS & THESIS

Each program has its individual study and examinations regulations. The current versions are available on the MBS Virtual Campus (under "Services" in "Student Services" under "Examination Office – Examination Regulations"):
vc.munich-business-school.de

ACADEMIC RULES



Munich Business School
university of applied sciences

Munich Business School

Elsenheimerstr. 61 · 80687 Munich · Germany

 +49 89 547678-0

 info@munich-business-school.de
