



## Five Steps to Success

### Step 1 - Initial training

Four-week intensive course to prepare the student for workaday company life.

### Step 2 - Semesters 1 to 4

Study periods in the University of Cooperative Education alternate with practical work periods in the firm.

### Step 3 - Intermediate Examination

The marks are made up of those for the Second Year Trainee Project and for those of a presentation to be given in English. (Award after 4 Semesters: State-approved Economic Administrative Assistant)

### Step 4 - Semesters 5 and 6

Academic study periods: Advanced theoretical study  
Practical Training Periods: Substantially independent work in the different departments of the partner company.

### Step 5 - Final Year Project

Finding the solution unassisted to an operational problem in the partner company, applying academic method, with subsequent colloquium.

**Denomination of Award: Bachelor of Arts**

## F+U: experience in education

The F+U Company Group with its headquarters in Heidelberg is one of the largest private providers of education services ([www.fuu.de](http://www.fuu.de)). With over 500 basic training and further education courses to its credit, it has been active for over 25 years in the following areas:

- general and vocational training, work preparation
- the management of educational projects at European level
- distance learning courses
- one of Germany's largest language schools
- recruitment and placement agency

Flexible, with your needs in mind: Every year we offer over 20 new courses.

## Apply directly to our branches in these locations

### Study Location Darmstadt

Berliner Allee 7-9, D-64295 Darmstadt  
Tel.: +49 6151 492488-0, Fax: +49 6151 8719-20  
[info@iba-darmstadt.com](mailto:info@iba-darmstadt.com)

### Study Location Heidelberg

Rohrbacher Strasse 3, D-69115 Heidelberg  
Tel.: +49 6221 89013-10, Fax: +49 6221 89013-20  
[info@iba-rhein-neckar.com](mailto:info@iba-rhein-neckar.com)

### Study Location Erfurt

Juri-Gagarin-Ring 27/29, 1. OG, D-99084 Erfurt  
Tel.: +49 361 5963-500, Fax: +49 361 5963-505  
[info@iba-erfurt.com](mailto:info@iba-erfurt.com)

### Study Location Berlin

Friedrichstrasse 189, D-10117 Berlin  
Tel.: +49 30 2061767-0, Fax: +49 30 2061767-1  
[info@iba-berlin.com](mailto:info@iba-berlin.com)

### Study Location Bochum

Universitätsstrasse 125, D-44789 Bochum  
Tel.: +49 234 973551-0, Fax: +49 234 973551-29  
[info@iba-bochum.com](mailto:info@iba-bochum.com)

### Study Location Hamburg

Hammerbrookstrasse 90, D-20097 Hamburg  
Tel.: +49 40 636038-29, Fax: +49 40 636038-20  
[info@iba-nord.com](mailto:info@iba-nord.com)

### Study Location Munich

Dessauer Strasse 6, D-80992 Munich  
Tel.: +49 89 6993776-15, Fax: +49 89 6993776-29  
[info@iba-muenchen.com](mailto:info@iba-muenchen.com)

### International University of Cooperative Education

belonging to the F+U Group  
Berliner Allee 9, D-64295 Darmstadt  
**Freecall: 0800 4680022** (within Germany)  
[www.internationale-ba.com](http://www.internationale-ba.com), [info@internationale-ba.com](mailto:info@internationale-ba.com)

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# Top Career Opportunities

## Sandwich Courses with a State-recognised Bachelor Award

**iba** University  
of Cooperative Education  
State-recognised - Internationale Berufsakademie



## Why study at the IBA?

1. Internationally recognised Bachelor Degree
2. Firms prefer applicants with a qualification that includes hands-on experience.
3. Further study right up to Doctorate level is also possible.
4. The partner company generally bears the course fees.
5. Study, work for a firm and be paid at the same time.

## Teaching Staff

Top-flight teachers from the realm of business are your guarantee for expert tuition and up-to-the-minute teaching content.

## Existing employer pool

We have the firms where you can start your career!

## Split week

Study 2 days a week and work 2 to 3 days.

## International

International focus on all our courses. English is standard; other languages depending on subject; one semester can be spent abroad.

## Class size

Small, compact - an effective learning environment.

## Modern

The latest equipment.

## Fun Factor

He who studies hard can party hard, too.

## What Study Courses are available?

- Business Studies with specialities in:
  - Industry/Commerce/Banking/Insurance
  - Taxes and Auditing
  - Hotel and Tourism Management
  - Sport Management

These specializations are already accredited.

- Marketing Communication/Public Relations\*
- Event and Congress Management\*
- Food, Beverage and Culinary Management\*
- Human Resource Management, Recruitment, HR Consulting\*

- Business Engineering and Administration specialising in:
  - Environmental Technology\*
  - Vehicle Servicing\*

\*at present in accreditation

## Study Locations

Darmstadt, Heidelberg, Erfurt, Berlin, Bochum, Hamburg, Munich

## Course Commencement

Summer Semester (April), Winter Semester (October)

## Course Duration

6 Semesters

## Admission Requirements

- Secondary School Leaving Certificate, Craftsman's Certificate or Chamber of Commerce Qualifications with 4 years professional experience (for other admission qualifications see our Website)
- under certain circumstances applicants may sit an admission test
- training contract with a company

## What does the course cost?

€ 515 per month (borne either by the training company or by the student)

## Financing deals for self-financers!

Student Credits from our partner banks. Some of the cost is tax-deductible.

## Your next steps

- All other relevant information is available on our Website: [www.internationale-ba.com](http://www.internationale-ba.com)
- Making a successful application is not easy. Use all the tips you can find to put your c.v. together and to make your best personal presentation to the training company of your choice.

The IBA Team will be pleased to give you comprehensive, individual advice in person on all these questions at our study locations. Our course advisors hold regular introductory meetings. Dates and times on our Website.

## Course Schedule

The course lasts 6 semesters. The IBA offers an innovative timetable (split-week system). Practical and classroom study periods alternate within any one week:

- 20 hours per week practical training in the company,
- at least 2 days per week classroom study in the University of Cooperative Education.