



## 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

Rheinstrasse 91, D-64295 Darmstadt  
Tel.: +49 6151 492488-0, Fax: +49 6151 492488-29  
[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 663890-0, Fax: +49 361 663890-29  
[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  
Rheinstrasse 91, 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)

# Talented young trainees for your company

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

IBA\_e\_080610



## Advantages of being an IBA partner enterprise

### 1. You can rely on the student's regular presence in the firm

Due to our split timetable (2 days in the classroom + 2 ½ days in the company), the student is always available.

### 2. No more initial training costs for new staff!

Because your IBA student has got to know your company thoroughly during his practical periods with you, he/she can be deployed without further ado in a responsibility post.

### 3. Your firm benefits from an infusion of the latest business and technical advances.

### 4. Close Contact with the IBA

We listen to you. Our flexible study system allows us to take your training and planning requirements into consideration.

### 5. Form your own class

The IBA is able to make up a class for any individual company if required (minimum 20 participants). In this case, you can help to determine the academic content and the timetable.

### 6. International focus

We teach International Business Studies, as well as languages at advanced level.

### 7. Close ties between firm and employee

BA students often identify with their training company. This enables you to include them in your long-term planning.

### 8. Further training for existing employees

Invest in your high-potential employees. Sandwich courses are an ideal method to provide further training. More information on admission requirements can be found on our Website.

## What Study Courses are available?

- Business Studies for
  - Industry, Commerce, Banking, Insurance
  - Taxes and Auditing
  - Hotel and Tourism Management
  - Sport Management
  - Human Resource Management, Recruitment, HR Consulting
  - Marketing Communication/Public RelationsThese specializations are already accredited.
- Event and Congress Management\*
- Food, Beverage and Culinary Management\*

### • Business Informatics

- Business Engineering and Administration\*\* with focus on
  - Environmental Technology\*\*
  - Vehicle Servicing\*\*

\*in accreditation, \*\*in progress

## Study Locations

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

## Course Commencement

Summer Semester (April), Winter Semester (October)

## Course Duration

6 Semesters

## Admission Requirements

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

## Cost of the Study Course

Course fee of € 515 per month plus training allowance (to be agreed with the student).

## How to become one of our partner companies

You are a firm that can guarantee that the students will be deployed in all academically relevant work areas and that a company contact person is available.

## Student Financial Support

Course fees are € 515 per month. Generally speaking, the training company assumes this cost.

## Selection process for IBA students

- You, as a company, have access to our pool of applicants.
- You define what specifications your IBA student is to fulfill.
- We search all sources for your ideal candidate and our register of applicants is at your disposal.
- If so wished, we can advise you throughout the selection process.
- Once the selection process is complete, a training contract and a study contract are signed.

## Support and Advice

Our course consultant can be contacted directly for any questions relating to organisational or other matters. Meetings are held at regular intervals with the training companies in order to be able react to their requests.