

The professional connection
between theory and practice

*For innovative companies and
the next generation of achievers*



The International University of Cooperative Education



The shortest route between theory and practice

The International University of Cooperative Education (IBA), belonging to the F+U Company Group, was granted State recognition in October 2006 and is consequently still a young University. As part of the F+U Company Group it can count on a firm foundation and long experience in the educational field. The F+U Group has been active for over almost 30 years in the fields of general education, vocational training, work preparation courses, as well as the management of educational projects at European level.

At present, the IBA is in the process of converting all its "Diplom" courses to Bachelor degrees. The Bachelor title refers to a first academic degree, generally of a study course with emphasis on practical content. Many countries are doing away with the traditional four to five-year "Diplom" study courses and replacing them with Bachelor and Master Degree courses (Bologna Agreement).

The Bachelor degree enables a better international comparison of academic degrees. The six-semester Bachelor study course qualifies degree-holders to go straight into a professional post or on to a Master degree. In Germany, Bachelor degrees can only be awarded by Universities or State-recognised Universities of Cooperative Education.

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, with branches all over Germany (www.fuu.de). With over 500 basic-training and further education courses to its credit, the F+U Group 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 education courses with State-recognised qualifications
- one of Germany's largest language schools
- recruitment and placement agency



"The IBA is a young and extremely flexible University of Cooperative Education. We provide education with a view to the future and the needs of the job market."

*Hans-Dieter Sauer
IBA General Manager*

Talented young trainees to meet your company's requirements.



Top Career Opportunities by way of Sandwich Courses



You make the choice

Train up the new generation in your own company, individually, and as your needs dictate.

Availability guaranteed

- integrated in-company and classroom periods
Due to our flexible timetable (2 days in the classroom + 2 ½ days in the company, or 1 week study + 1 week practical), the student is always available.
- cost-intensive initial training of new professionals becomes unnecessary

Close dovetailing of theory and practice

Students acquire scientific know-how and apply it directly on the job.

Soft Skills

Work techniques, public-speaking, ability to work on projects, presentations and foreign language competence are all part of the study course.

Staff training

Attractive further-training opportunities for particularly able employees. Advanced studies for a Master degree or Doctorate are available. Academic Award: Master of Business Administration MBA (in preparation)

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 define the academic content.

Becoming 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

- Our company consultants provide comprehensive advice and give you access to our pool of applicants.
- You define what specifications your IBA student is to fulfill.
- On request, we make a targeted search in all sources and in our register of applicants for your ideal candidate and advise you throughout the selection process.
- Once the process is completed, a training contract and a study contract are signed.

Support and Advice

Our course consultants 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 to react to their requests.



Individual attention

- small study groups
- attractive and modern learning environment

Existing employer pool

The IBA has access to a wide-ranging pool of partner companies. However, all interested students should keep a lookout for firms meeting their requirements and apply to them, too. We will give you the necessary support.

Entering the world of work

- preparation for the workaday world
- early incorporation into a company

Short course duration

- State-recognised Bachelor award* in six semesters
- early entry into a career

The perfect way to enter your chosen profession

- quality training , always keeping future work in the company in mind
- high take-up ratio of students by firms after qualifying

International focus

All lectures have an international focus and some are held in English. The study of other languages is possible at nearly all our locations. Through our international partners (Universities, firms), a stay abroad which counts towards your study course is no problem.

Cost of the Study Course

The fees are € 515 per month and are generally borne by the training company as an additional study allowance.

Quality

Under the academic supervision of Professor Dr. Dr. Hermann Knödler, professors and teachers from the realms of University and business guarantee the best and most up-to-date teaching.



“Sandwich courses are the shortest route between theory and practice.”

*Professor Dr. Dr. Hermann Knödler
IBA Academic Supervisor*

*in process of accreditation; at present a “Diplom” from the University of Cooperative Education

Course Itinerary

Five Steps to Success



Step 1 - Initial training

Four to six-week intensive training period in which the student undergoes intensive preparation for academic study and hands-on experience in the company.

Step 2 - Semesters 1 to 4

Academic study periods: Lectures, practical exercises and business games in computer science, mathematics, information systems, economics, law, with special lectures for each specific subject. Concurrent written exams in all subjects. Preparation of a lecture by the student on his/her practical training period.

To round off the academic aspects: English, presentation techniques, and introduction to project management.

Practical training periods: the student is employed in selected operational areas within the training company.

Preparation of a report on the practical training period in the firm.



Step 3 - Intermediate Examination

Second Year Trainee Project: This forms the main content of the practical training period in the firm. It demonstrates how far the student is capable of independently applying his classroom studies to a project.

Intermediate Exam: The basic marks are obtained from the results of the written exams sat in the first four semesters. The final marks for the Intermediate Exam are made up of the marks from the Second Year Trainee Project and the talk given in English.

Academic Awards available after 4 semesters: Administrative Assistant in Economics (BA), Logistics (BA), Business Engineering (BA)

Step 4 - Semesters 5 and 6

Academic study periods: Advanced study in theoretical and various elective subjects. Seminar papers on certain lecture subjects.

Practical training periods: Substantially independent work in the different departments of the partner company. Preparation of a report on the practical training.

Step 5 - Final Examination

Bachelor Project: Finding the solution unassisted to an operational problem in the partner company, applying knowledge acquired during the course, with relevant documentation, presentation and discussion (colloquium).

Further Study Courses

Graduates are entitled to matriculate on, among others, the Masters Courses (in preparation) offered by the F+U Company Group or those offered by the European Institute for Post-Graduate Education at Dresden Technical University.

These courses last 2 years and can be taken in-service.

Admission

Requirements and Application



Admission Requirements

- Secondary School Leaving Certificate, Craftsman's Certificate, Chamber of Commerce Qualifications with 4 years professional experience (for other admission qualifications see our Website);
- under certain circumstances, applicants can sit an admission test;
- training contract with a company or with a training firm within the F+U Company Group.

Course Duration

6 semesters

Further options

If participants have the prerequisite knowledge, some of the lectures can be held in English and Study Credits can be obtained in cooperation with Johnson & Wales University in Rhode Island or with other international Universities.

Study Locations

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

Study Courses

- Business Studies
- Business Engineering and Administration
- Logistics
- Healthcare and Business Administration

Your next steps

- All other relevant information is available on our Website: www.internationale-ba.com
The right application is important! You can find out how to do it on our Website.
- Please apply **on-line**. The IBA Team will be pleased to give you comprehensive, individual advice in person on all matters at our Study Locations.

Advisory meetings are held on a regular basis.

Freecall 0800 4680022 (within Germany)



Framework conditions

Students as employees



A wide range of

Study Locations and Courses



The basis for collaboration is the **Study Contract**. This is signed between the training company, the student and the IBA.

The **Training Contract** defines the internal relationship between the student and the training company.

Financial overview

monthly fees of € 515 (36 months)

- no Matriculation Fee
- IBA examination fees are included
- + cost of teaching materials
- + cost of external exams (eg: Chambers of Commerce, Cambridge Certificates, etc)
- + cost of optional semester abroad

The training companies pay an appropriate monthly allowance, negotiated individually with each student. For the financing of other costs, eg: the course fees, there are various alternatives.

Financing alternatives

The training company pays the student a monthly allowance and assumes all or part of the course fees.

The training company pays the student a monthly allowance. The course fees are paid by the student.

The training company pays the student a monthly allowance. After the student has successfully completed the course and joins the company, the company pays part of the course fees in the form of a bonus.



Berlin

- Business Studies
 - Industry/Commerce/Banking/Insurance
 - Taxes and Auditing
 - Hotel and Tourism Management
 - Sports Management
 - Marketing, Communication and Public Relations*
 - Food, Beverage and Culinary Management*
 - Event and Congress Management*

Darmstadt

- Business Studies
 - Industry/Commerce/Banking/Insurance
 - Taxes and Auditing
 - Hotel and Tourism Management
 - Sports Management
 - Food, Beverage and Culinary Management*
 - Event and Congress Management*
- Business Engineering and Administration
 - Environmental Technology*
 - Vehicle Servicing*

Erfurt

- Business Studies
 - Industry/Commerce/Banking/Insurance
 - Taxes and Auditing
 - Hotel and Tourism Management
 - Sports Management
 - Marketing, Communication and Public Relations*
 - Food, Beverage and Culinary Management*
 - Event and Congress Management*
- Business Engineering and Administration
 - Environmental Technology*
 - Vehicle Servicing*

Heidelberg

- Business Studies
 - Industry/Commerce/Banking/Insurance
 - Taxes and Auditing
 - Hotel and Tourism Management
 - Sports Management
 - Marketing, Communication and Public Relations*
 - Food, Beverage and Culinary Management*
 - Event and Congress Management*
 - Human Resource Management, Recruitment, HR consulting*

Bochum

- Business Studies
 - Hotel and Tourism Management
 - Event and Congress Management*

Munich

- Business Studies
 - Industry/Commerce/Banking/Insurance
 - Hotel and Tourism Management
 - Taxes and Auditing

Hamburg

- Business Studies
 - Industry/Commerce/Banking/Insurance
 - Hotel and Tourism Management

Study Course in Business Information Systems in preparation

*at present in the process of accreditation

The IBA and F+U have their own student residences and training companies. Detailed information is available on our Websites.



"The IBA's aim is to be the perfect link between firms and students."

Carmen Bergmann
IBA Manager

Contact information

and study locations:

Freecall 0800 4680022 (within Germany)

You can find us at:

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