



Student Manual for the GlobalMBA

Technology
Arts Sciences
TH Köln



Introduction

Dear new GlobalMBA students,

A very warm welcome from all GlobalMBA 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 “learning by doing”. And your intercultural learning process begins even before the actual program starts as you will have to make travel arrangements, apply for visas, 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 “strong” 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 3 Schools

- **GlobalMBA fees:** The GlobalMBA program fee of 1.300 USD must be paid in full by mid-August to UNF who administrates the fees for the university consortium. It is recommended that this fee be paid by credit card (with a convenience fee), though UNF can also accept checks from US bank accounts or accept wire transfers. Contact sfs@unf.edu for updated wire transfer information or visit UNF's website: <https://www.unf.edu/controller/student-financial-services/how-to-pay.html>. Note: wire transfers will take a week to arrive at UNF, so make sure you have ample time to meet the deadline.
- **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 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 them to the new students and to ensure their registration at THK asap. According to the deadlines given, students shall submit their applications directly to the other host universities. UW und UNF will issue the admission letters and post them to THK. This way students will receive their admission letters shortly after the program starts in Cologne so they can start with the respective visa applications 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 UNF and other non-EU students:

Both Germany and Poland belong to the Schengen zone that's why in all probability UNF Globals as well as non-EU students 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): <https://www.gov.pl/web/deutschland/koeln>. However, applications for a Polish visa have to be addressed to the embassy in Berlin. Following please find two more sites with crucial legalization details for foreigners in Poland:

<http://welcome.uw.edu.pl/before-you-arrive/visas-residence-permit/> & <https://welcome.uw.edu.pl/during-your-stay/legalisation-of-stay/>.

Please note:

The national visa to Poland must be arranged BEFORE 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)!

Polish visa requirements and application forms as well as the complete list of Polish diplomatic missions abroad are available at the website of the Ministry of Foreign Affairs: <https://www.gov.pl/web/diplomacy/visas>.

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.

Important notice for THK and UW students:

The necessary documents to apply for your U.S. visa will be sent to you electronically during your first semester in Cologne. The reason this is sent so early is so that you can apply for your visa while studying in your home country. Please do not delay. Students who wait until the semester at their home university has passed will oftentimes have difficulty securing a visa in time. This means THK students should apply no later than January and UW students no later than May (but earlier, if possible).

- **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 in addition to all program-related visits and events.
- **Orientation Meeting:** Each school will hold an orientation meeting before classes start. Students are obliged to attend this meeting as well.
- **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.

Common GlobalMBA grade conversion table:

	Fail	Retake	Pass						
	Fail	Unsatisfactory	Satisfactory			Good		Excellent	
UNF	F	D	C	C+	B-	B	B+	A-	A
THK	5.0	5,0	4.0	3.7 (3.7 - 3.9)	3.3 (3.3 - 3.6)	2.7 / 3.0 (2.7 - 3.2)	2.3 (2.3 - 2.6)	1.7 / 2,0 (1.7 - 2.2)	1.0 / 1,3 (1.0 - 1.6)
UW	2	2	3	3.5	4	4	4.5	5	

- **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 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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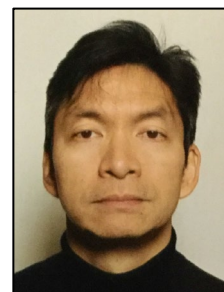
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- **Program Director
 at Faculty of Business, Economics and Law**

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

At TH Köln you are supposed to study at Campus Südstadt. To find the buildings you will be studying, please click on "Südstadt Campus - Ubierring 48" and "Südstadt Campus - Claudiusstraße 1".

- **THK GlobalMBA website for incoming students (in English):**

www.th-koeln.de/globalmba/students

- **THK GlobalMBA website for THK students (in German):**

www.th-koeln.de/imic/studierende

- **How to get from the airport 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** (<https://www.cologne-bonn-airport.com/en/index.html>):

- tram line S19 (direction Düren) or
- train RB 27 (Regional Bahn direction Mönchengladbach) or
- train RE 6RRX (direction Minden)

get off at Köln Hauptbahnhof/Dom (Cologne Central Station)

- **From Düsseldorf Airport** (www.dus.com/en):

- train RE 1RRX (Regionalexpress direction Aachen Hbf) or
- train RE 5RRX (Regionalexpress direction Koblenz) or
- train RE 6RRX (Regionalexpress direction Flughafen Köln/Bonn)

get off at Köln Hauptbahnhof/Dom (Cologne Central Station)

- **From Frankfurt Airport** (www.frankfurt-airport.com/en.html):

Various ICE (Intercity-Express) trains will bring you to Köln Hauptbahnhof/Dom

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

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

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 at THK you will get the so-called "Semesterticket" or "[Deutschlandticket](#)" (see "How to enroll at THK") which allows you to use all tram, buses and regional trains throughout Germany free of charge.

You can find the timetables here:

- Cologne public transportation system: [Kölner Verkehrsbetriebe - KVB](#)
- Regional and long distance trains: [Deutsche Bahn](#)

Cologne is a bicycle city and 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:

- <https://www.callabike.de/de/start/> (Deutsche Bahn, German version only)
- <https://www.kvb-rad.de/koeln/en/> (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. As places are scarce, students are recommended to apply well in advance. (Please note: Leases starting in September instead of October might receive a preferential treatment.)

If you need help with the housing application for the KSTW, please consult "[How to apply for student housing](#)". More information on housing options and tips how to find housing in Cologne provides TH Köln's Department for International Affairs here [Accommodation](#).

- **How to enroll at THK**

THK's Department for International Affairs (RIA) is in charge of the enrollment for all incoming exchange students. The enrollment is conducted completely digital via THK's platform Mobility Online (MobO). Students will receive an email with further details by our RIA as soon as they have been officially nominated.

- Incoming Globals will enroll in the MA course of study „International Management and Intercultural Communication“ at THK's Faculty 03 (Faculty of Information Science and Communication Studies), i.e. at the Institute of Translation und Multilingual Communication.
- First of all, students are asked to register online with TH Köln's online portal "Mobility Online". Our RIA provides students with details on how to register and the documents to be uploaded for their registration (Please note: Only Globals from UW have to fill-in the so called "Learning Agreement" in order to get the European Erasmus+ grand. Globals from UNF should tick NO.)
- 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 need this document for their visa application. Apart from this you can present the admission letter whenever you need to proof that you will be studying at TH Köln (e.g. for signing a lease with the KStW).
- Subsequently students will get their (8-digit) THK Student-ID number (Matrikelnummer) as well as their individual [Campus ID](#) which allows them to use THK's online services from September 1st on (provided that the enrollment has been finalized in time). Good to know: With the CampusID students will also have access to THK's e-learning platform [ILU](#)
- Students must then use their CampusID to log into THK's [Campus Management System](#) (CaMS) and create their student account, where they will find information about the payment of the semester fees (approx. 310 Euro). This is the so called "[Semesterbeitrag](#)" (it includes social contributions and the Semester Ticket but NO tuition fees).
- Upon arrival in Cologne incoming students should pick up their student ID card, [MultiCa](#), at the RIA.
- Finally, students can download the [Deutschlandticket](#) on their mobile phone to use public transport (busses, trams and trains) for free.

Please note: Enrollment is only completed after the semester fee has been transferred. For further details on the enrollment please consult our RIA's website: [Admission and Enrollment for Exchange Students](#)

From June to September THK's RIA offers [info sessions for exchange students via Zoom](#) to help you with the enrollment and any other formalities to settle before your study start in Cologne. We highly recommend to attend!

Further information about e.g. accommodation, visa, health insurance is provided on THK's website for [Exchange Students](#)

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

- **Applying for a residence permit:** All people who intend to stay in Germany for more than three months, are required to register their new place of residence with the residents' registration office (Einwohnermeldeamt) in Cologne within a week after their arrival. International students who do not hold an EU-citizenship (i.e. UNF students) 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 information can be found on our [RIA's website](#).

- **Further visa formalities:** For information on the German visa you can consult our [RIA's website](#). Make sure you start early with the organization for the visa for Poland, and the USA! For further information, please see page 3 of this document.
- **What costs do I need to cover?**
 - Health insurance: 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. For information please go to our [RIA's website](#)
 - Semester Fees: The so-called "[Semesterbeitrag](#)" of approx. 310 EURO is due upon enrollment. It includes a fee for the public transport ticket ("Deutschlandticket") and social contributions. Payment can be made either in cash at a German bank or by money transfer from a bank account (for more details please see "How to enroll at THK" above). The [Deutschlandticket](#) allows you to use public transport in Cologne and throughout Germany free of charge. Please note that you have to download it online from the [Deutsche Bahn Online Ticket Shop](#) on your mobile phone.
 - Cost of living: The costs for student housing or a private apartment vary between 250 and 500 EURO per month. Apart from that, students would need a minimum of 500 EURO per month for food and other living expenses. Public transport is covered by the Deutschlandticket.
- **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](#) and [PSSO Tutorial](#)
- **What is the re-sit procedure for exams?**
THK offers the opportunity to retake GlobalMBA exams once.
- **What student services can I expect?**
 - Getting started at THK: [Basic knowledge for new students at TH Köln](#)
Video tutorials on THK's online and IT services:
[CampusID Tutorial \(students' personal university account\)](#)
[ILU Tutorial \(THK's learning platform\)](#)
[PSSO Tutorial \(Online Examination and Student Services\)](#)
 - TH Köln runs a 'buddy' program for exchange student. Incoming students can enroll online. For details please see: [TH Köln 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](#)
 - 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: [KStW International](#)
 - A wide range of sport options for students (most of them free of charge) is offered by two organizations in Cologne [UniSport Köln](#) and [Hochschulsport Köln](#).

Chapter 3: University of Warsaw (UW)

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All what our prospective international students should know about the University of Warsaw can be found on the UW website: <http://welcome.uw.edu.pl/>.

Here you will find films with lots of useful information we have created especially for you <https://welcome.uw.edu.pl/multimedia/>

- **Now, as for the Faculty of Management**

- the Faculty of Management website: <https://wz.uw.edu.pl/en/homepage/>
- How to reach our Faculty:
<https://wz.uw.edu.pl/student/dla-studenta/wymiana-zagraniczna/studenci-przyjezdajacy/>

- **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 you can simply take a taxi or bus. 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 (<https://www.intercity.pl/en/>) 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:
<https://welcome.uw.edu.pl/during-your-stay/living-in-warsaw/>.

- **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).

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.

- **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 in due time).

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).

Students coming to our Faculty are usually accommodated in Student House # 5 or #7- dormitories located very conveniently in the immediate vicinity of our Faculty (around 5 min. by walk), in campus "Służew".

Here you will find the detailed description of those Student Houses:

[Student House No 5 \(so called „Smyczkowa”\);](#)

[Student House No 7 \(so called “Sulimy”\).](#)

For more information about the UW dormitories you can also visit [the UW Welcome Point 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 to nominated students via email once the full list of nominees is announced by program managers;
- Issuing the UW letters of acceptance and posting them to THK to be forwarded to students during the first semester

➤ **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 before the start of Spring semester at the UW.

• **What formalities do I need to do in Warsaw?**

- Legalisation of stay in Poland - making sure about Polish and Korean visa formalities. Here you'll find more information: [Visas/residence permit](#)
- The same as in Germany, students need a health insurance for their stay in Warsaw. For more information please visit the [UW Website](#)
- Finally, it is strongly recommended that all students join the Orientation Meeting and other integrative-cognitive events arranged for new incoming students before the classes start. They aim to help new students to familiarize with our Faculty and the UW, introduce to Warsaw student life and get familiar with Polish students, give opportunity to make new, international friends, find out about any support they can receive and in general, make their stay in Poland unforgettable, valuable and joyful experience 😊

• **What costs do I need to cover?**

- Fee for issuing the UW Student ID: 22 PLN (Polish zlotys) [~5 EUR, 6 USD]
- Living in Warsaw arrangement including accommodation, public transport, entertainment and other – please visit [the UW website](#)
- The cost of the 2-3 day trip to Cracow (train ticket and accommodation) as the mandatory and regular part of the course "*Applied Intercultural Communication: Poland*". Trip includes guided Cracow tour and sightseeing of the nearby city of Nowa Huta by bus, the cost of which is covered by the Faculty of Management.

• **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 enables you to obtain support from the side of our Polish students – so called the “Mentor” service: <https://welcome.uw.edu.pl/before-you-arrive/mentor-programme/>
- All UW students are provided with number of facilities such as computing, libraries, sport facilities, Polish language course for free and more.
- The UW and Faculty Student Councils 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. Please visit the official tourist website of Warsaw: <https://warsawtour.pl/en/warsaw-is-waiting-for-you/>.



Chapter 4: University of North Florida (UNF)

- **Program Manager**

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

- **How to get to Jacksonville**

GlobalMBA students should fly into [Jacksonville International Airport](#) (airport code: JAX). 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, or they rely on ride sharing apps.

- **How to find housing**

- **On campus:** UNF offers on-campus housing options for students who submit housing contracts early, but rooms have been very limited since 2023. UNF's [Housing and Residence Life](#) 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, as long as all occupants of the space are age 21 or over.
All on-campus housing contracts are submitted on-line via myWings (students will not have access to myWings until their UNF online application 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 *non-refundable* prepayment toward rent. It is recommended to complete the housing contract the moment UNF notifies you that it is available to have a possibility of living on campus.
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 nearby 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 7-12 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. UNF's Dean of Students Office has compiled a list of [off-campus housing resources](#) that may be helpful for students.

- **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 late July and early September, before students arrive in Cologne. Each semester, Ms. Leach will register all students in the THK and UW cohorts in the appropriate UNF classes; students in the UNF cohort will register themselves for classes, except for the final semester.
- **For the fall semester at UNF:** In the spring semester while students are in Poland, Ms. Leach will register all students for the appropriate UNF classes. All documents including immunization must be fully approved before students can be registered.

- **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 Saturday before UNF classes begin. Students must bring with them the following items: DS-2019, passport with visa, local US address and phone number. The GlobalMBA program orientation typically takes place the Friday before classes begin.

- **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 online for it to be approved and accepted

by UNF. If this online process is not completed or approved, students must enroll in UNF's health insurance (approximately \$900-\$1300 for the fall semester). Students may want to consider insurance coverage through the less expensive Jacksonville based provider [International Student Insurance](#).

- The UNF cost of attendance estimates are updated annually. Students should refer to the UNF Financial Aid [cost estimate website](#) (scroll down to the appropriate year and "Graduate" section; THK and UW 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 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 their classes will be posted through this system. UNF faculty and the Canvas system will use students' UNF email accounts for communication: *Nnumber@unf.edu*.

- **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. If there is a serious illness or emergency that arises, the student must notify their professor *before* the exam takes place to have the possibility of a makeup exam.

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

- **Campus Tour, Orientation & Welcome Reception:** GlobalMBA students are welcomed to UNF's campus by GlobalMBA faculty, staff and alumni and the students accepted into UNF's upcoming GlobalMBA cohort. This typically takes place the Friday before classes begin, which is why students must arrive by the Thursday before classes begin.
- **Career Services:** 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](#).