

**Sandwich courses at the private,  
State-recognised  
International University of  
Cooperative Education  
belonging to the F+U Company Group**



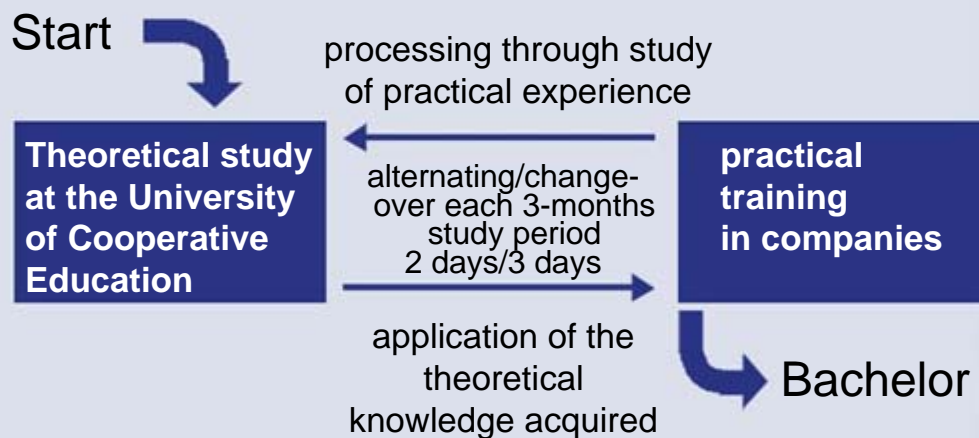
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## What is the University of Cooperative Education?

- sandwich courses
- first started in Baden-Württemberg (in the early 1970s)
- within the framework of the Bologna Agreement, academic award with the same educational status as one from a University
- a Bachelor award from the University of Cooperative Education fulfills the same requirements as one from a University of Applied Sciences
- Pre-condition: Accreditation
- The IBA: a University of Cooperative Education from Hesse
- Supervision: The Hesse Ministry for Science and Art
- General Information: [www.step-hessen.de](http://www.step-hessen.de)

## University of Cooperative Education: Sandwich Courses



## F+U Group

(Schools - Universities - Academies)

- headquarters in Heidelberg  
founded: 1980
- over 300 training and educational courses in:
  - general education
  - vocational education
  - work preparation
- one of Germany's largest educational service providers with international focus
- increasingly involved in the tertiary educational sector

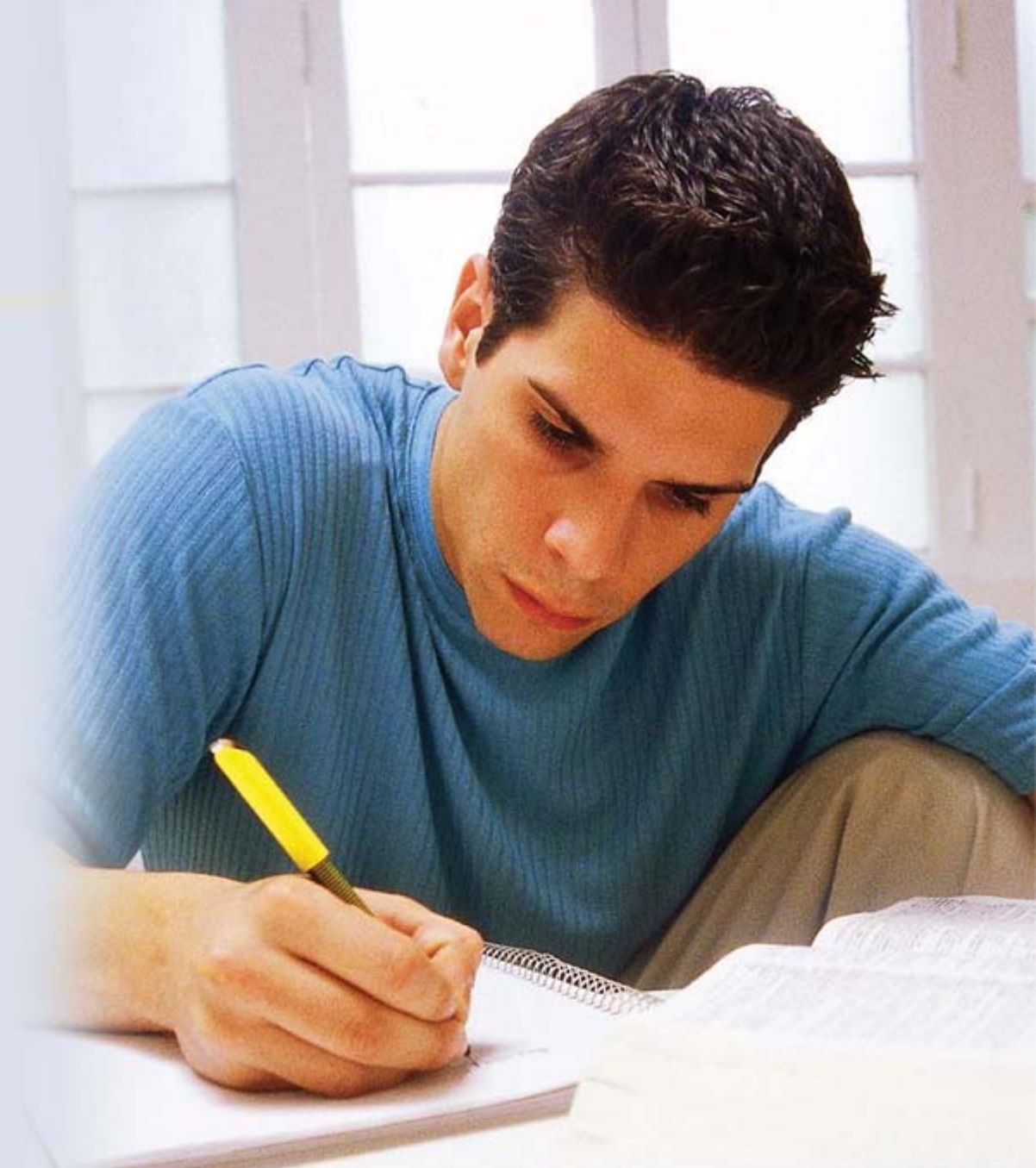


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## IBA Study Centres

- Darmstadt (Headquarters)
- Heidelberg
- Erfurt
- Berlin
- Bochum
- Cologne
- Hamburg
- Munich



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## Study Course in Business Studies

### Specialities in:

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



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## Contents

- General Business Studies
- Law
- Economic Mathematics
- IT for Economics
- English for Economics
- Macroeconomics
- Methods expertise
- Focus on the speciality chosen



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## Procedure: “Five Steps to Success“

1. Introductory course
2. Semesters 1-4 (Foundation Course)
3. Intermediate Examination  
(Senior Economic Administrative Assistant)
4. Semesters 5 and 6 (Major Subjects)
5. Final Academic Award: Bachelor of Arts



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## Entrance Requirements

- Secondary School Leaving Certificate, Technical College Entrance Qualification or particular occupational capabilities
- if necessary, test to determine academic suitability
- training contract with a company



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## General Conditions

- training and study contract
- course fees
- study allowance



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## Application Process

- the student finds a training company on his own initiative
- the suitability of the firm is checked
- at the same time the student applies to the University of Cooperative Education

**Advantages:** the possibility of being referred to one of the University's associated companies the decision on an interview etc is taken by the firms !



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## How to find a training place

- research on the Internet or in newspapers
- company websites
- employment, training and study fairs
- in-company training
- individual applications to firms

### Don't forget:

make sure supporting documents are complete and relevant



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## Advantages for students

- concentrated learning in small groups
- remunerated
- continuous work and study
- study course with clear objectives and short duration
- support from the firm and the University
- excellent professional prospects
- recognised academic awards
- international focus



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## Prospects

- job experience even before you finish your degree course
- possibility of going on to a Master's after finishing
- opportunities for promotion
- further qualification, for instance, as a Tax Advisor



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## Advantages for companies

- train up future managers individually and as you require them
- graduates fit into the company as soon as they finish the course
- continuous integration and deployment in the company
- assistance while you are looking for suitable students



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## How to find an employee

- you are listed as a training associate
- your own job adverts
- recruitment through the University of Cooperative Education



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## Summary

- interesting alternative to classical study courses
- “split week” model
- you can start a course at the University of Cooperative Education with a Technical College Leaving Certificate
- introductory course before commencement of studies
- assistance with looking for a training firm
- personal atmosphere



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The Portal that takes you to all  
study locations and courses.

**Thank you for your interest!**

