



## INSTITUTION

Business School - University of Mannheim  
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68131 Mannheim  
Germany

Fax: +49 621 181-1471  
[www.bwl.uni-mannheim.de/en/international-relations/](http://www.bwl.uni-mannheim.de/en/international-relations/)

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### Head of International Affairs

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### Outgoing Students Advisor (Master)

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### Outgoing Students Advisor (Bachelor)

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### Incoming Students Advisors

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### Double Degrees, IBEA & Short Programs Manager

**Ms. Charlotte Reith**  
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Please post our  
outgoings' transcripts to:

University of Mannheim  
Business School - Dean's Office  
International Affairs  
L 5, 5  
68131 Mannheim  
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## INSTITUTION

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Fax: +49 621 181-1161  
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### Incoming Students - Admission

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### Outgoing Students - Nominations

**Ms. Denise Olinde (overseas)**  
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**Ms. Janna Ried (Europe)**  
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## ACADEMIC CALENDAR 2018/19

<b>Fall Semester 2018</b>	<b>Welcome week:</b>	27 – 31 August
	<b>Lecture period:</b>	3 September – 7 December
	<b>Exams:</b>	8 – 21 December

<b>Spring Semester 2019</b>	<b>Welcome week:</b>	4 – 8 February
	<b>Lecture period:</b>	11 February – 31 May
	<b>Easter holidays:</b>	15 – 26 April
	<b>Exams:</b>	3 – 17 June

Exchange students are welcome to come for the fall and/or the spring semester. Please note that the housing situation in Mannheim is a lot more relaxed in the spring semester. Thus, if students have the option between fall and spring, we recommend students to come during the spring semester.

## PERIOD FOR STUDENT NOMINATIONS BY HOME UNIVERSITY

<b>Fall Semester 2018</b>	15 February – 15 April 2018
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<b>Spring Semester 2019</b>	15 September – 15 October 2018
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**Unfortunately, we cannot accept any late nominations.** Nominations have to be entered directly into our **online nomination portal**. The link to the portal will be sent to all partners before the beginning of the nomination period. **Nominations via email can no longer be accepted.**

After the nominations have been submitted by our partner institutions, we will contact the students with instructions about completing the online application via our online portal.

## DEADLINES FOR ONLINE APPLICATION BY STUDENTS

<b>Fall Semester 2018</b>	30 April 2018
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<b>Spring Semester 2019</b>	31 October 2018
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## APPLICATION

**Supporting documents** Online application form (will be sent to students by email after nomination); no hardcopies required.

**German** German language skills are not required.

**Language requirements**

**English** Language skills in English are required for all students intending to take courses taught in English (recommendation: at least level B2/C1 or equivalent).

Acceptance letters and all other information will be sent out in June for the fall semester (Sept.-Dec.); in November for the spring semester (Feb.-June).

## ARRIVAL, ORIENTATION AND SERVICES

**Arrival** We request that students arrive at least one week before the start of lectures in order to enroll and attend the Welcome Week.

For students who fly into Frankfurt International Airport, there are direct trains which go from the airport to Mannheim main station. The trip takes 30 minutes and trains leave half-hourly during the day (every hour in the evenings).

**Orientation** Mandatory orientation sessions take place one week before the lectures start (around end of August and second week in February). There will be an orientation session by the central International Office (general orientation) and one by the Business School.

**Buddy Program** Exchange students can opt to be matched with a Mannheim student (organized by our student initiative VISUM).

**Services** Exchange students can access the same facilities as regular degree-seeking students, such as libraries, computer centers, sports facilities and cafeterias.

## COURSES

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<b>Information on courses</b>	The University's course catalogue for exchange students can be found here: <a href="http://www2.uni-mannheim.de/io/courses">www2.uni-mannheim.de/io/courses</a> Business exchange students can also take courses offered by the other schools (restrictions might apply), but have to take the majority of their courses at the Business School.
<b>Course selection</b>	As a general rule, Bachelor/undergraduate students have to take Bachelor level courses. Only Master/graduate students and Bachelor students who are at least in their 4 <sup>th</sup> year of studies may take Master level courses from our M.Sc. program (Mannheim Master in Management).
<b>Course load</b>	There is no official limit, but we recommend not taking more than the equivalent of 30 ECTS (credit points) per semester (full semester work load).
<b>Course registration</b>	Course registration varies, but if, by when and how students need to register will be stated clearly in the course description.
<b>Language</b>	At the Business School, the majority of our courses are taught in English. Some courses are taught in German.
<b>German language courses</b>	Four-week intensive German language courses are offered in January and in August (special rates for exchange students). The German language courses offered during the semester are free apart from a registration fee of EUR 15 per course. Each exchange student can take up to 3 courses per semester. There is an online registration before/at the beginning of lectures.

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## ACCOMMODATION IN STUDENT RESIDENCES

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<b>Location</b>	Students can apply for housing in student residences, but they are not on campus (between 5 minutes walking distance and 15 minutes by public transport). For exchange students from overseas, we offer a very limited number of places in our off-campus student residences.
<b>Costs</b>	Approx. EUR 280-390 (shared flat) and EUR 340-400 (one-room apartment) per month, depending on the type of room/flat.
<b>Application deadline</b>	Students should apply as early as possible once they have received the information on accommodation from our central International Office to increase the chances that they will receive a place.

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## ACCOMMODATION IN PRIVATE HOUSING

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**Information** The central International Office offers plenty of information on finding accommodation on the private market for those who prefer not to stay in the student residences or who could not get a spot there.

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## OTHER COSTS

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**Health insurance** Overseas students have to buy insurance (about EUR 77/month), unless they can prove that they already have sufficient coverage. EU citizens are exempt from having to purchase German health insurance if they present a valid EHIC (European Health Insurance Card) during enrolment.

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**Administrative fee** Students have to pay a so called "semester contribution" (*Studentenwerksbeitrag*) of EUR 77.20 per semester. The fee is used to subsidize student services such as meals in cafeterias, counseling services, accommodation etc.

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**Average cost of living** Around EUR 750-800 per month (including rent).

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**Mannheim** [www.mannheim.de](http://www.mannheim.de)  
[www.tourist-mannheim.de](http://www.tourist-mannheim.de)

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