

# INSTITUTIONAL FACT SHEET



## UNIVERSITY

UNIVERSITY OF MANNHEIM  
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68131 Mannheim  
Germany  
[www.uni-mannheim.de](http://www.uni-mannheim.de)  
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*Please check our website for contacts  
and for more details.*



## ACADEMIC CALENDAR

### Fall Semester 2023



Welcome Week: 28 Aug – 1 Sept  
Lecture period: 4 Sept – 8 December  
Exam period: 9 – 22 December  
Term period: 1 August – 31 January

### Spring Semester 2024



Welcome Week: 5 – 9 February  
Lecture period: 12 Feb – 31 May  
Easter break: 25 Mar – 5 April  
Exam period: 3 – 15 June  
Term period: 1 February – 31 July



## STUDENT NOMINATIONS

Period for Student Nominations  
by Home University

### Fall semester 2023:

15 Feb – 15 April 2023

### Spring semester 2024:

15 Sep – 15 Oct 2023

Please enter your nominations directly into our online nomination portal. We will send the link to the portal to all partners before the beginning of the nomination period. We can no longer accept nominations via e-mail.

We kindly ask you to distribute the number of students evenly between the fall and spring semester.

Deadline for Online  
Application by Students

### Fall semester 2023:

30 April 2023

### Spring semester 2024:

31 Oct 2023

After you submitted your nomination, we will contact your students with instructions on how to complete the online application on a rolling basis via our online portal. We will copy the nomination contact in all e-mails that we send to students.

*Unfortunately,  
we cannot  
accept late  
nominations.*

## Required Application Documents

Online application (no paper application required). No language certificates must be submitted. Kindly check the Recommended Language Skills on page 3.

## Deadline for Extension Requests

Spring semester:

31 October

Fall semester:

30 April

Should your students wish to extend their exchange, please send a request to ([incomings@uni-mannheim.de](mailto:incomings@uni-mannheim.de)) before the respective deadline. We will then contact the respective school for approval.

## No Free Mover Mobility Possible

Since 1 March 2019 it is no longer possible to study as a free mover at the University of Mannheim. This is due to an amendment of the Regulations on Admission and Enrollment (ZullmmaO) of the University of Mannheim from 27 February 2019.



## ARRIVAL AND ORIENTATION

Kindly check the regularly updated information at our [FaQs for International Exchange Students](#).

We request that exchange students arrive for our Welcome Week (see Academic Calendar page 1) which includes:

- an introduction to the study system
- campus tour and Welcome Reception
- school specific sessions and library tours



## COURSES

### Course Catalog

The course list will be published at [www.uni-mannheim.de/courses](http://www.uni-mannheim.de/courses). Exchange students must take the majority of their courses at the school in which they will enroll. However, they can also choose one or two courses from other schools through the university-wide electives. After selecting the faculty/department and the study level, students can choose courses according to the following search fields: „all languages“ or „English only.“

### Required Course Load

Depends on home institution.

### Exam Period

Generally, there will be final exams in December and May-June, respectively. Please see page 1 for exact dates. Students are responsible for their own exam registration.

### Grading System

1,0 - 1,5	<i>excellent</i>
1,6 - 2,0	<i>very good</i>
2,1 - 2,5	<i>good</i>
2,6 - 3,5	<i>satisfactory</i>
3,6 - 4,0	<i>sufficient</i>
4,1 - 5,0	<i>failed</i>
(mit Erfolg) bestanden	passed (successfully)



## CERTIFICATES OF ATTENDANCE & TRANSCRIPT OF RECORDS

Certificates of attendance will only be issued digitally to confirm a student's arrival respectively departure. We kindly ask our partners to accept our form.



A Transcript of Records will be issued five weeks after the grades have been published.

If you would like to send digital transcripts of Mannheim students who studied abroad at your university, kindly send them to: [transcripts@uni-mannheim.de](mailto:transcripts@uni-mannheim.de). You can also send questions about your students' transcripts to this address.



## RECOMMENDED LANGUAGE SKILLS

Students must either be proficient in German OR have an advanced level of English (at least B2 according to the *Common European Framework of Reference for Languages*, i.e. equivalent to TOEFL iBT 80/IELTS 6.0).

The University of Mannheim reserves the right to deny admission into courses for students who do not have the requested level. We will not ask students to submit language tests for their application. However, we expect the home university to make sure their students have the required language proficiency.



## LANGUAGE SUPPORT

### Preparatory German Language Courses



**International Summer Academy:**

1- 30 August 2023

**International Winter Academy:**

8 Jan - 2 Feb 2024

The International Summer/Winter Academy is a four-week intensive language course, which includes seminars on German culture and society.

### Costs

~ €685\*

### Registration Deadline

15 June and 28 October\*, respectively

### Online German Language and Culture Courses



The International Office offers online German language and culture courses during the semester for a small administrative fee (€15\* per course). There are a range of German courses, including general language courses at different levels, and specific German culture courses (e.g. German Film History, The Political System of the Federal Republic of Germany, etc.).

As a rule, students can take a maximum of 3 courses per semester.



## FACILITIES AND STUDENT SERVICES

In order to cover the costs of student services, students enrolled at a German university – including exchange students – have to pay a semester fee. The fee currently amounts to €110.30\* per semester.

Kindly note that all exchange students need to pay this fee in order to be enrolled.

*\*subject to change*

### Campus Facilities

- Access to computer facilities including wireless internet access and university e-mail account
- Student tutors
- Academic advisors
- Access to university sports facilities
- Career counselling
- University cafeterias
- University libraries
- Student housing

### Support for Students with Disabilities and Chronic Illnesses

The Commissioner and Counselor for students with disabilities and chronic illnesses supports students with special accommodations. If students have any health restrictions, they need to check the “Special Needs” box during their online application.

Only then can we ensure that your students will get the support that they need.

### Excursions and Trips

The International Office and student organizations organize a number of activities, e.g.:

- City trips to Frankfurt, Nuremberg, Hamburg, Cologne, and Stuttgart.
- International Dinner

### Buddy Program

Exchange students have the opportunity to be matched with a local student for support. In order to do so, they have to check the corresponding box in our online portal during the application.



## HOUSING

### Pick-up Service

Students can arrange an individual pick-up with their buddy. The International Office is only a short walk from the main train station.

### Student Housing

Students can apply for student residences or look for a room on the private market.

For exchange students from overseas, we offer a very limited number of places in our off-campus student residences: single bedrooms in shared flats vary from €315\* – €440\*, single apartments from €365\* – €440\*. There are furnished rooms (shared kitchen and bathroom) in several residences in different areas of Mannheim.

Rooms on the private market start at €300. After being accepted by the University of Mannheim, the student will receive the link and personal password for our student portal Portal<sup>2</sup>, along with detailed information on the private housing market.

*\*subject to change*

### Contact

Accommodation Office at the International Office

Tel: +49 621 181 1152

[incomings@uni-mannheim.de](mailto:incomings@uni-mannheim.de)



## HEALTH INSURANCE

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### EU members

Students from EU countries are exempt from having to purchase German health insurance if they present the EHIC (*European Health Insurance Card*) prior to enrollment.

### UK

Students from the UK are exempt from having to purchase German health insurance if they present the GHIC (*Global Health Insurance Card*) prior to enrollment.

### Non-EU members

We strongly recommend to all our exchange students from non-EU countries to purchase a German statutory health insurance. Students have the opportunity to buy German health insurance prior to their arrival in Mannheim. It costs about €110\* per month (standard price for students by all health insurance providers).

*\*subject to change*



## VISA REQUIREMENTS

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Citizens of the EU and of the EFTA (*i.e. Iceland, Liechtenstein, Norway, and Switzerland*) do not need a student visa.

Citizens from the following countries do not need a student visa. They need to apply for a German residence permit at the respective Foreigners' Registration Office in Germany: **Australia, Canada, Israel, Japan, New Zealand, South Korea, United Kingdom, and USA.**

Citizens of the following countries do not need a student visa as long as there is no intention to take up any gainful/paid employment before or after the studies: **Andorra, Brazil, El Salvador, Honduras, Monaco, and San Marino.**

Non-EU citizens who are enrolled at an EU university (except Ireland and Denmark) do not need to apply for a German residence permit if they study in Germany for less than 360 days according to the EU directive 2016/801, the „REST-directive“ for researchers and students. However, students need to hand in documents at the International Office as soon as they receive an email on it from our office. Otherwise enrollment as an exchange student will, regrettably, not be possible.

Students from all other countries should obtain a visa as soon as they receive their letter of acceptance for the University of Mannheim.

Further information can be found here: [www.uni-mannheim.de/entry](http://www.uni-mannheim.de/entry)



## PRACTICAL INFORMATION

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### Estimated Costs of Living

Approx. €780 – €830\* per month  
(including rent)

*\*subject to change*

### Public Transport

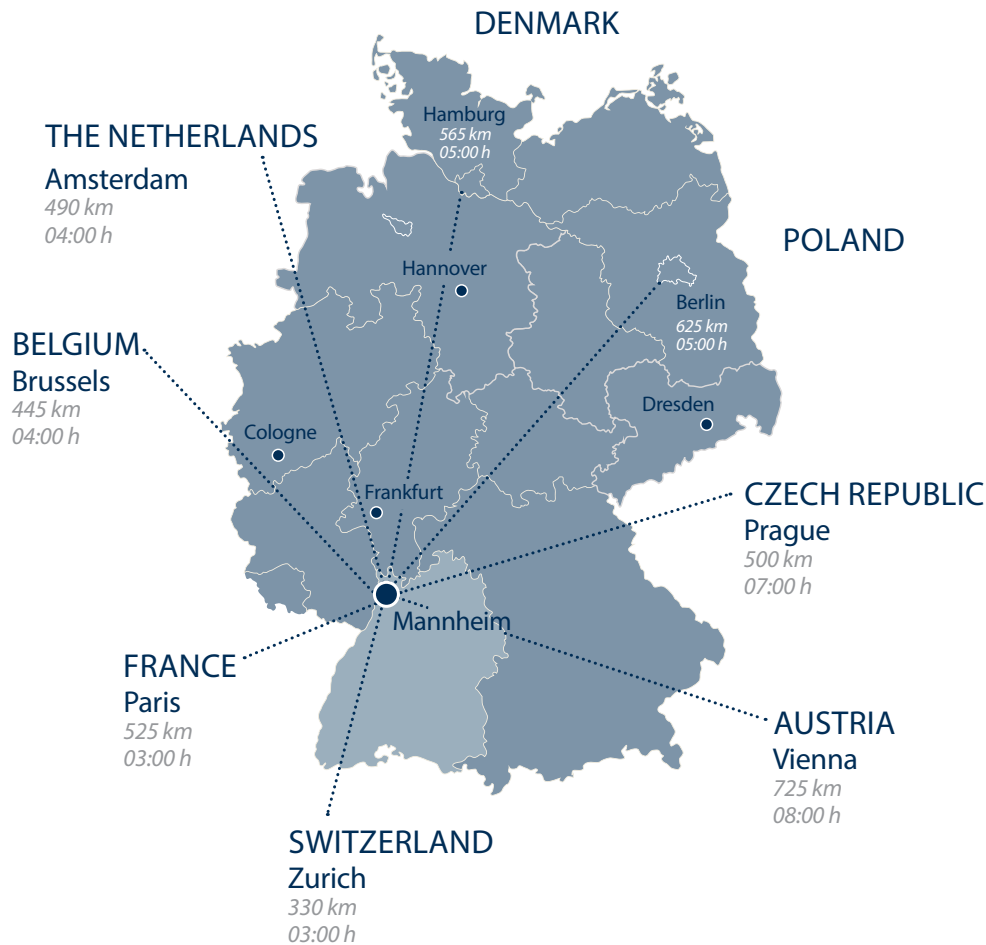
Students can buy a semester ticket for €180\* for unlimited public transportation in the greater Mannheim area.

*\*subject to change*



## THE CITY OF MANNHEIM AND ITS SURROUNDINGS

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### Mannheim

Mannheim is a modern city in the beautiful North-Western corner of the state of Baden-Württemberg. One third of its 320,000 inhabitants have foreign roots from well over 100 nationalities. This diversity gives Mannheim a beautiful vibrancy and makes it a welcoming place for everyone.

The city is couched in the greater Rhine-Neckar Metropolitan Region with about 2.4 million people. It's one of the most important business locations in Germany, with renowned scientific research institutions and a very high quality of life.

With only 35 minutes away from Frankfurt International Airport, Mannheim is the perfect starting point to explore Germany and the rest of Europe.



### ONLINE CAMPUS TOUR

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#### Campus Tour

You are curious to get to know our campus? You can explore it via our campus tour: <https://www.uni-mannheim.de/campusrundgang>.





DO YOU WANT TO STUDY ABROAD AT A PALACE?  
**COME TO THE UNIVERSITY OF MANNHEIM!**

*INFORMATION FOR INCOMING EXCHANGE STUDENTS*



## WELCOME

As one of the best universities in Germany, we are dedicated to providing our students with an excellent academic education, paving the way for them to become future leaders in business, academia, and society.

Due to our strong commitment to internationalization, the University of Mannheim was the first German state university to adopt the international academic calendar. Therefore, exchange students have no difficulties spending either the fall and/or spring semester in Mannheim. With a diverse community of around 1,100 exchange students per year, our university would be happy to welcome you during one of the upcoming semesters.

The latest *QS World University Ranking by Subject 2019* ranked the University of Mannheim number one in Germany and number 55 worldwide for Social Sciences and Business & Economics. At the University of Mannheim, you will learn from scholars who are at the forefront of their disciplines. Through our interdisciplinary approach to teaching and learning, we want to help you to develop your own ideas and put them into action, cross academic boundaries, and challenge conventional thinking.

As an exchange student at our university, you will get to know students and researchers from all over the world whose enthusiasm is truly inspiring. I am sure that this can fuel your ideas, and open up new horizons.

We can't wait to meet you. Welcome to Mannheim.

A handwritten signature in blue ink, which appears to read 'Puhl'.

**Prof. Dr. Thomas Puhl**

*President*





**12,000**  
**STUDENTS**  
IN 5 SCHOOLS

**MORE THAN 2,000**  
**INTERNATIONAL**  
**STUDENTS FROM**  
**100 COUNTRIES**



**450**  
**PARTNER**  
**UNIVERSITIES**  
**AROUND THE**  
**GLOBE**

**1,100**  
**INCOMING**  
**EXCHANGE STUDENTS**  
**PER YEAR**

**AT A**  
**GLANCE**

*QS WORLD UNIVERSITY RANKING BY SUBJECT 2019:*  
**#1 IN GERMANY**  
**#55 WORLDWIDE**  
*IN SOCIAL SCIENCES*  
*(INCL.: BUSINESS & ECONOMICS)*







## SCHOOLS AND PROGRAMS

For a complete list  
of courses, please visit:  
[www.uni-mannheim.de/  
aaa/courses](http://www.uni-mannheim.de/aaa/courses)

The University of Mannheim offers excellent academic programs for undergraduate and graduate students at its five schools:

- Business School
- School of Humanities
- School of Social Sciences
- School of Law and Economics
- School of Business Informatics and Mathematics

As an exchange student, you can choose from a wide range of courses taught in English – you can even study some degree programs entirely in English.



*"At the University of Mannheim you can meet a lot of international students. It is a well-known university and you can be proud to study here."*

*Sophia Schreiber Heilborn from Fundação Getulio Vargas, Brazil*





## STUDENT SUPPORT AND CAMPUS LIFE

### A Smooth Start

We know that the first few weeks in a foreign country can be challenging. The staff and student assistants in the International Office are here to support you while you settle into your new surroundings. Don't worry; you will get to know the campus sooner than you think.

### Personal Support

While filling in your application, you can ask to be matched with a local student through the Buddy Program. Usually, your buddy will have already been abroad or is planning to go abroad and can relate to your experiences. Being familiar with the city and the university, your buddy can answer your questions on student life in Mannheim. Depending on your schedule, you can attend the numerous "Buddy Events"

together, or just meet for coffee in the city. The Buddy Program is also an excellent opportunity to get to know Germany's diverse culture.

### Immerse Yourself

Our orientation sessions and campus tours during the Welcome Week give you a general idea of what student life in Mannheim is like. Additionally, we provide practical information on organizing your stay and arrange activities, such as an international dinner, and cultural trips throughout the semester. International student organizations organize many fun events, from city visits or weekend trips away to running dinners. You can show your talent at the "Mannheim's Got Talent" show, enjoy "Breakfast & Movie", or meet local families to learn more about the German way of life.

## LEARNING GERMAN

### Pre-semester Courses

Four-week, intensive German language courses for all levels of proficiency are offered before the semester starts, either during the International Summer Academy, which takes place in August, or the International Winter Academy, which takes place in January. In addition to the language courses, you can also sign up for excursions and seminars on German life and culture. Attending the academy is also a great way to make friends and settle in before the semester starts.

### German Language and Culture Courses

During the semester, the University of Mannheim provides German courses for all levels of proficiency as well as specialized language courses on topics relating to business, culture, or politics, such as the German financial market, German art through the ages, or the political or sociocultural system of Germany.

### Tandem Language Partner

Of course, you can also learn German outside of the classroom, and by using our Tandem Partner Search Portal, you can find a conversation partner to practice with.



*"I would recommend meeting as many new people as possible here and immersing yourself in the German culture every day. I think it is important for you to do things that are new to you. Whether it is learning the German language or going to the Schneckenhof parties."*

*Evelynne Xia from the University of New South Wales, Australia*



## UNIVERSITY SPORTS

Many students participate in the sports activities offered by the university's Institute of Sports. The facilities include gyms where you can workout and improve your fitness, and several courts and fields for team sports. Join one of our successful sports teams or participate in one of over 80 courses, most of which are free of charge. From **Aroha**, **Bouldering**, and **Chess**, to **Rowing**, **Salsa**, and **TRX Cross** – we guarantee there is something for everyone.



*"My best experience so far was probably playing volleyball with the locals. It's a great way to meet new people and combine your passion for sports with speaking a new language."*

*Sofia Toche from the University of Florida, USA*

*"I really enjoy going to sports, especially gymnastics, which I tried for the first time here. Back home, the facilities were so far away, but here, they are just a short train ride away. The sports program is great because there is so much on offer."*

*Andrew Majcen from the University of Adelaide, Australia*





*"It is easy to get around in Mannheim – everything you need is close by."*

*Chandler Norman from the University of South Carolina, USA*



## THE CITY OF MANNHEIM

Mannheim is a multicultural city in the state of Baden-Württemberg, and is about 70 km/43 miles south of Frankfurt am Main with its international airport. With a population of approximately 320,000 people, Mannheim has a city center which is small enough to explore on foot, but big enough to offer a vibrant urban culture with lots of cafés, movie theaters, cultural events, concerts, theaters and museums. The university campus is located right in the city center.

Additionally, Mannheim's central location makes it a perfect starting point for discovering the rest of Germany and Europe, be it hiking in the beautiful Palatinate or taking a weekend trip to the Black Forest or even to France. There are many destinations nearby where you can take a break from the hustle and bustle of city life.



### *Did you know?*

The **bicycle** was invented in Mannheim.

The inventor Karl Drais started his famous **first ride** in front of the **palace**.



## WHY THE UNIVERSITY OF MANNHEIM?

### **International Academic Calendar**

We are the first German university to adopt the more commonly used international academic calendar. The fall semester runs from September to December, and the spring semester from February to June, making it easier for you to fit your exchange semester into the curriculum at your home university.

### **Excellence in Teaching and Research**

The University of Mannheim is recognized as one of the leading academic institutions in Germany and Europe. Its Business School is the first institution in Germany to be accredited by the three most important international accreditation organizations: AMBA, AACSB, and EQUIS.





## CAMPUS FACILITIES

Most lecture halls are inside the Schloss, one of the largest baroque palaces in the world. Enjoy the unique atmosphere, where history meets a modern learning environment.

### **Multicultural Study Environment**

The campus has a truly international and diverse student population with over 2,000 international students.

### **Social Activities**

With over 40 student organizations, there is a club for nearly every interest, ranging from business to theater – ensuring your life on campus is vibrant and active.

## APPLICATION

The University of Mannheim welcomes over 1,100 exchange students each year and you can be one of them. If you are interested in spending one or two semesters at our university, please contact the International Office at your home university to find out the application requirements and deadlines.



*"It was very easy to connect with people. Everyone was open and looking to meet new people. I would recommend going to the VISUM buddy events and excursions organized by the International Office. My first event was a trip to the Black Forest – we went hiking and then a tour guide showed us around Baden-Baden. I'm still in contact with a lot of the people I met on the trip."*

*Donavon Smith from the  
University of North Carolina at Greensboro, USA*

## CONTACT US

Want to find out more?  
Please contact us – we are happy to help.

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University of Mannheim  
L1, 1  
68131 Mannheim  
Germany  
[incomings@uni-mannheim.de](mailto:incomings@uni-mannheim.de)  
[www.uni-mannheim.de/exchange](http://www.uni-mannheim.de/exchange)

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<https://www.facebook.com/UniMannheim/>

# University of Mannheim

## Relevant Links for Exchange Students



Central incoming student site:

<https://www.uni-mannheim.de/en/academics/coming-to-mannheim/exchange-students/>



Business School incoming site:

<https://www.bwl.uni-mannheim.de/en/international/incomings/>



Course catalogue for incoming students:

<https://www.uni-mannheim.de/en/academics/coming-to-mannheim/exchange-students/courses/course-catalog/>



Virtual campus overview:

<https://www.uni-mannheim.de/campusrundgang/>



# University of Mannheim

## Relevant Links for Exchange Students



Video material:

### **Mannheim in One Word**

Series of short videos showing exchange students commenting on local countryside, German food, Mannheim, and the University of Mannheim in one word each.

<https://www.youtube.com/watch?v=LfaEZ2J8mdA&list=PL3snVYOIL07vmJRyhK37IwDmaU6tm2xKk>

### **Student life @ the University of Mannheim**

Video showing student life in pictures and videos.

<https://www.youtube.com/watch?v=IBsVb1sLXzs>

- Students have flexibility when choosing their options. Just keep in mind that they have to select the majority of courses from those [courses offered by our school](#) (50%-rule).
- If your students are interested in taking courses from other schools, they can do so via our [university-wide electives](#) for which students do not require any prior knowledge in this area. If they still might choose courses beyond this list, I'll have to check that on a case-by-case basis with the other coordinators.

What's more:

- As the English-taught module offer on Bachelor level is somewhat limited, there might be the option for Bachelor students to sit in Master level classes.

(info received by email 27/02/2023)