

**Student Exchange Program:
Business School - University of Mannheim, Germany**

INTERNATIONAL EXCHANGE CONTACTS

Institution	University of Mannheim – Business School	
Address	Dean's Office L 5, 5 68131 Mannheim, Germany	
Website	www.bwl.uni-mannheim.de/international.html	
Fax	+49-621-181-1471	
Head of International Affairs	Ms. Yvonne Hall	
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Incoming Students Advisor	Ms. Verena Übelhör	
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Outgoing Students Advisor (Master)	Ms. Selket Gupta	
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Outgoing Students Advisor (Bachelor)	Ms. Jennifer Hirsch	
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Double Degrees & Short Programs	Ms. Stefanie Buchert	
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Institution	University of Mannheim – Central International Office	
Address	L 1, 1 68131 Mannheim, Germany	
Website	www.uni-mannheim.de/aaa	
Incoming Students - Admission	Ms. Gabriele Vath	
Phone No.: +49-621-181-1152	Fax No.: +49-621-181-1161	
Email: vath@verwaltung.uni-mannheim.de		

ACADEMIC INFORMATION

Academic Calendar 2014/15	
Fall Semester 2014	Lecture period: 1 st September – 5 th December Introduction week: 25 th – 29 th August Exams: 8 th – 20 th December
Spring Semester 2015	Lecture period: 9 th February – 29 th May (Easter Holidays: 30 th March – 10 th April) Introduction week: 2 nd – 6 th February Exams: 1 st – 13 th June
Exchange students are welcome to come for the fall and/or the spring semester.	
Nomination	
Spring Semester	Deadline: 15 th October
Fall Semester	Deadline: 1 st May
Please send the nominations to Admissions Officer Ms. Gabriele Vath (vath@verwaltung.uni-mannheim.de) and let us know the following information:	
<ul style="list-style-type: none"> • Name of student(s) • E-mail address for each of your students • Field of study • Duration of stay • Number of years before the start of the exchange semester • Study level 	
Application	
Supporting documents	Online application form (will be sent to students by email after nomination)
Language Requirements	German German language skills are not required.
	English Language skills in English are required for all students intending to take courses taught in English.
Acceptance letters and other information will be sent out: June for fall semester (Sept.-Dec.); November for spring semester (Feb.-June).	
Arrival, Orientation and Services	
Arrival	If you 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	The <u>mandatory</u> 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 with the central International Office (general orientation) and one with 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	
Information on courses	The University's course catalogue can be found here: www.uni-mannheim.de/aaa/courses 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.
Level of courses	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 th year of studies may take Master level courses.
Course load	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).
Course registration	Course registration varies, but if, by when and how students need to register will be stated clearly in the course description.
Language	At the Business School, the majority of our courses are taught in English. Some courses are taught in German.
German language courses	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 via myUniMA.

ACCOMMODATION AND COSTS

Accommodation in Student Residences	
Location	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).
Costs	Approx. EUR 240-320 (shared flat) and EUR 330-390 (one-room apartment) per month, depending on the type of room/flat.
Application deadline	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.
Accommodation in Private Housing	
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.
Other Costs	
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.
Semester Contribution	Students have to pay a semester contribution ("Studentenwerksbeitrag") of EUR 69.80 per semester. The fee is used to subsidize student services such as meals in cafeterias, counseling services, accommodation etc.
Average cost of living	Around EUR 400 per month (excluding housing).

OTHER INFORMATION

General Information on Mannheim and the Area	
Mannheim	mannheim.de tourist-mannheim.de