



UNIVERSITY OF MANNHEIM
Schloss
68131 Mannheim
Germany
www.uni-mannheim.de
ERASMUS CODE: D Mannhei01
PIC: 999878135

INTERNATIONAL OFFICE
University of Mannheim
68131 Mannheim
Phone: +49 621 181 1151
Fax: +49 621 181 1161
E-mail: aaa@verwaltung.uni-mannheim.de
www.uni-mannheim.de/aaa
Please see our contact information sheet for more details.

ACADEMIC CALENDAR

Fall Semester 2018

Welcome Week: 23 - 31 August
Lecture period: 3 September - 7 December
Exam period: 9 - 22 December
Term period: 1 August - 31 January

Spring Semester 2019

Welcome Week: 4 - 8 February
Lecture period: 11 February - 31 May
Easter break: 15 - 26 April
Exam period: 3 - 17 June
Term period: 1 February - 31 July

STUDENT NOMINATIONS

**Period for Student Nominations
by Home University**

Fall semester 2018: **15 Feb - 15 April 2018**
Spring semester 2019: **15 Sep - 15 Oct 2018**

**Deadline for Online Application
by Students**

Fall semester 2018: **30 April 2018**
Spring semester 2019: **31 Oct 2018**

Unfortunately, we cannot accept 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 e-mail can no longer be accepted.**

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

semester.

After the nominations have been submitted by our partner institutions, we will contact the students with instructions on how to complete the online application via our online portal. Nomination contact persons will also receive all e-mails sent to students.

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 study abroad, please send a request to Ms. Gabriele Vath (vath@verwaltung.uni-mannheim.de) before the respective deadline. We will then contact the respective school for approval.

ARRIVAL AND ORIENTATION

Arrival and Orientation

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

Our Welcome Week is mandatory and 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 on www2.uni-mannheim.de/aaa/courses. Exchange students must take the majority of courses offered by the school at which they are on exchange. However, they can choose 1-2 courses from the university-wide elective courses of other schools.

Required Course Load

Depends on home institution

Exam Period

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

Grading System

1,0 - 1,5	excellent
1,6 - 2,0	very good
2,1 - 2,5	good
2,6 - 3,5	satisfactory
3,6 - 4,0	sufficient
4,1 - 5,0	failed
(mit Erfolg) bestanden	passed (successfully)
(regelmäßig) besucht	attended (regularly)

Language of Instruction

German and English – the number of courses offered in English varies from school to school.

TRANSCRIPT OF RECORDS

A Transcript of Records will be issued 8-12 weeks after the exam period.

If you have questions about **your students' transcript** or if you want to send **digital copies of transcripts of Mannheim students** who studied abroad at your university, please contact Ms. Elke Berg (berg@verwaltung.uni-mannheim.de).

RECOMMENDED LANGUAGE SKILLS

Students must have either good German language skills OR a good 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 the students possess the required language competence.

LANGUAGE SUPPORT

Preparatory German Language Courses

➤ Before the semester

International Summer Academy:

1 - 30 August 2018

International Winter Academy:

7 January - 1 February 2019

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

Costs

~ €605 (this is a special offer for our partner universities)

Registration Deadline

15 June and 15 November, respectively

German Language and Culture Courses

➤ During the semester

German language and culture courses are offered by the International Office 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 courses (e.g. German Financial Market, European Union, Germany at a Glance, 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 **€77.20*** per semester.

*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 Disabled Students and Students with Chronic Illnesses

The Commissioner and Counselor for disabled students and students with chronic illnesses supports students with special needs. Please inform the International Office in advance when nominating the students, so we can ensure your students will get support.

Excursions and Trips

Excursions organized by the International Office and student organizations, e.g.:

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

Buddy Program

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.

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 student residences for €280* - €390*, apartments €340* - €400*. Rooms on the private market start at €280. There are furnished rooms (shared kitchen and bathroom) in several residences in different areas of Mannheim. After being accepted by the University of Mannheim, the student will receive the link and personal password for our online portal myUniMA, along with detailed information on the private housing market. *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.*

*subject to change

Contact

Accommodation Office at the International Office

Tel: +49 621 181 1158

housing@uni-mannheim.de

HEALTH INSURANCE

EU members: are exempt from having to purchase German health insurance if they present the EHIC (European Health Insurance Card) during enrollment.

Non-EU members: **we strongly recommend to all our exchange students from non-EU countries to purchase a statutory German health insurance.** Students have the opportunity to buy German health insurance after their arrival in Mannheim. It costs about €95* per month (standard price for students from all health insurance companies).

*subject to change

VISA REQUIREMENTS

Members of the EU and of the EFTA (i.e. Iceland, Liechtenstein, Norway, and Switzerland) do not need an entrance visa/student visa.

Members of the following countries do not need an entrance visa/student visa either, but will have to register at the Foreigners' Office and apply for a residence permit after their arrival in Germany: Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, and the USA.

Students from all other countries should obtain a visa as soon as they have received their letter of acceptance.

PRACTICAL INFORMATION

Estimated Costs of Living

Approx. €750 - €800 per month (including rent)

Public Transport

Students can buy a semester ticket for of €165* for unlimited public transportation in the greater Mannheim area.

*subject to change

THE CITY OF MANNHEIM AND ITS SURROUNDINGS



- Modern city is located in a beautiful region in the North-Western corner of the state of Baden-Württemberg
- Only 35 minutes away from Frankfurt International Airport
- 320,000 inhabitants
- Heart of the Rhine-Neckar Metropolitan Region with about 2.4 million people: one of the most important business locations in Germany, with renowned scientific research institutions and a very high quality of life
- Perfect starting point to explore Germany and the rest of Europe

Updated: October 2017