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Please see our contact information sheet for more details.

## ACADEMIC CALENDAR

### Fall Semester 2014

Term period: August 1 - January 31  
Lecture period: September 1 - December 5  
Exam period: December 8 - 20

### Spring Semester 2015

Term period: February 1 - July 31  
Lecture period: February 9 - May 29  
Easter Holidays: April 30 – May 10  
Exam period: June 1 - 16

## STUDENT NOMINATIONS

### Deadline for Student Nominations

### Procedure

### Required Application Documents

**May 1, 2014** for the fall semester  
**October 15, 2014** for the spring semester  
Please send the nominations to Ms Gabriele Vath ([vath@verwaltung.uni-mannheim.de](mailto:vath@verwaltung.uni-mannheim.de)) and let us know the name, field of study, duration of stay, study level, number of years before the start of the exchange semester and e-mail address for each of your students by this deadline. We will then send the students an email containing a link to our online application and will notify the student of his admission within 4 weeks after the nomination deadline.  
online application (no printed version required)

## ARRIVAL AND ORIENTATIONS

### Arrival and Orientations

We request that students arrive one week before the start of lectures in order to enrol and attend the orientations.

The orientation session is mandatory and includes:

- an introduction to the study system
- campus tour
- welcome reception
- faculty-specific sessions

## COURSES

### Course Catalogue

All course offerings will be published on [www.uni-mannheim.de/aaa/courses](http://www.uni-mannheim.de/aaa/courses).

Exchange students must take the majority of courses from the school to which they are coming on exchange. However, they can choose 1-2 courses from the university-wide elective courses if places are available: Law, Business Administration, Economics, Social Sciences, Humanities, Business Informatics and Mathematics.

### Required Course Load Exam Period

depends on home institution

Generally there will be final written exams in December and June, respectively. Students are responsible for signing up for the exams.

### 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	non-sufficient / fail
(mit Erfolg) bestanden	passed (successfully)
(regelmäßig) besucht	attended (regularly)

### Transcript of Records

A Transcript of Records will be issued no later than 8-12 weeks after the exam period.

### Language of Instruction

German and English– depending on the school, students can also choose from a wide range of classes in English.

## RECOMMENDED LANGUAGE SKILLS

Students must either have good German language skills OR at least a good level of English (B1 according to the Common European Framework of Reference for Languages). The University of Mannheim reserves the right to deny admission into courses for students who do not have the requested level. We expect the home university to make sure that the students possess the required language competence.

## LANGUAGE SUPPORT

### **Preparatory German Language Courses**

#### ➤ **Before the Semester**

International Winter Academy:

tba

International Summer Academy:

August 1-29, 2014

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

#### **Costs**

~ € 549 (this is a special price for our partner universities)

#### **Registration Deadline**

June 15 and November 30, respectively

### **German Language and Terminology Courses**

#### ➤ **During the Semester**

German language and terminology courses are offered by the International Office during the semester for a small administrative fee (€ 15 per course). There are a range of German classes, including general language courses at different levels and specific German courses (e.g. Business German, European Union, Cultural Studies, etc.). As a rule, students can take a maximum of 3 courses per semester.

### **Tandem Conversation Partner**

Students can also find a conversation partner through the International Office's online tandem program and thus improve their conversation skills in a foreign language.

## FACILITIES AND STUDENT SERVICES

In order to cover the costs of the student services, by law, every student enrolled in a German university - including exchange students - has to pay a semester contribution. The contribution is € 66,50 per semester.

### **Campus Facilities**

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

### **Special needs and Disability Support**

The Counsellor for disabled students provides support for students with disabilities and ongoing illnesses. Please inform the International Office in advance when nominating the student(s) so we can ensure your student will be offered the appropriate support.

### **Excursions and Trips**

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

- City trips to Frankfurt, Strasbourg, Berlin
- International Dinner
- Canoe Tour

### **Buddy Programme**

Students have the opportunity to be matched with a local student for support.

## **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. We offer a limited number of places in our off-campus student residences: single bedrooms in student dormitories for € 240\* - 320\*, apartments € 330\* - € 390\*. Rooms on the private market start at € 250.

There are rooms in several dormitories in different areas of Mannheim. In the student's accommodation, a kitchen facility (shared) and basic furniture are available. For more information please check our website. 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 about the residences. The rooms usually have to be rented for a six-month-period, reductions are sometimes possible upon request.

### **Contact**

\*subject to change

Accommodation Office at the International Office

Tel: +49 (0) 621 181 1158

Fax: +49 (0) 621 181 1161

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

## HEALTH INSURANCE

EU members: are exempted from having to purchase German health insurance if they present the EHIC (European Health Insurance Card) during enrolment. Non-EU members: **we strongly recommend all our exchange students from non-EU countries to purchase a statutory German health insurance.** Students will have the opportunity to buy German health insurance during the enrolment period at the International Office. It costs about € 77 per month (standard price for students from all health insurance companies).

## 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 foreign residence office and apply for a residence permit after their arrival in Germany: Australia, Brazil, El Salvador, Israel, Japan, Canada, New Zealand, South Korea, USA. Students of all other countries should obtain a visa as soon as they have received their letter of acceptance.

## PRACTICAL INFORMATION

### Estimated Costs of Living

Approx. € 600 - 700 per month (including rent)

### Public Transport

Students can buy a semester ticket at the current price of € 145 for unlimited public transportation in the greater Mannheim area.

## THE CITY OF MANNHEIM AND ITS SURROUNDINGS



- Modern city located in a beautiful region in the North-western corner of the state of Baden-Württemberg
- Only 35 min 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