



INSTITUTION

Business School - University of Mannheim

Postal address:

Dean's Office

L 5, 5

68131 Mannheim

Germany

(Please post our outgoing's transcripts to this address)

Visitor address:

Schloss

EO 388 – 393

68161 Mannheim

Germany

Fax: +49 621 181-1471

www.bwl.uni-mannheim.de/en/international

Head of International Affairs

Ms. Yvonne Hall

Email: yvonne.hall@uni-mannheim.de

Phone: +49 621 181-1474

Manager International Affairs & Outgoing Students Advisor (Master)

Ms. Cathrin Rieger

Email: cathrin.rieger@uni-mannheim.de

Phone: +49 621 181-1446

Manager International Affairs & Outgoing Students Advisor (Bachelor)

Ms. Jennifer Thum

Email: jennifer.thum@uni-mannheim.de

Phone: +49 621 181-1439

Manager International Affairs & Incoming Students Advisor

Ms. Annabel Müller

Email: annabel.mueller@uni-mannheim.de

Phone: +49 621 181-1432

Manager International Affairs, Double Degrees & Study Options

Ms. Katharina Dröghoff
Email: katharina.droeghoff@uni-mannheim.de
Phone: +49 621 181-2686

INSTITUTION

University of Mannheim, Central International Office
L 1, 1
68131 Mannheim
Germany

Fax: +49 621 181-1161
www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/

Incoming Students - Admission

Ms. Gabriele Vath
Email: vath@verwaltung.uni-mannheim.de
Phone: +49 621 181-1152

Outgoing Students - Nominations

Ms. Vania Fundinger-Sawant (overseas)
Email: vania.fundinger-sawant@verwaltung.uni-mannheim.de
Phone: +49 621 181-1207

Ms. Janna Ried (Europe)
Email: janna.ried@verwaltung.uni-mannheim.de
Phone: +49 621 181-1455

ACADEMIC CALENDAR 2020/21

Fall Semester 2020	Welcome week:	21 – 25 September
	Lecture period:	28 September – 9 December or 23 December (certain courses)
	Exams:	10 – 23 December or 7 – 16 January (certain courses)
Spring Semester 2021	Welcome week:	22 – 26 February
	Lecture period:	1 March – 18 June
	Easter holidays:	29 March – 9 April
	Exams:	19 June – 3 July

Exchange students are welcome to come for the fall and/or the spring semester. Please note that finding housing in Mannheim may be more challenging than usual in the spring semester 2021 due to the expected increased number of inbound exchange students. We will offer students as much support as possible in terms of finding housing.

NOMINATION AND APPLICATION

Fall Semester 2020	Nomination period:	15 February - 15 April 2020
	Application deadline:	30 April 2020
Spring Semester 2021	Nomination period:	15 October - 15 November 2020
	Application deadline:	30 November 2020

Unfortunately, we cannot accept any late nominations. Nominations are entered directly into our **online nomination portal**. The link to the portal will be sent to all partners by our colleagues at the Central International Office before the beginning of the nomination period.

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.

ARRIVAL AND SERVICES (FURTHER INFORMATION AND SERVICES MAY BE FOUND IN OUR CENTRAL INTERNATIONAL OFFICE'S FACT SHEET)

Arrival	We request that students who have selected to spend the semester on-campus arrive at least one week before the start of lectures in order to settle in and participate in the events of the Welcome Week. Students will be provided with details on the digital enrollment procedure for the fall semester 2020 by our Central International Office.
Orientation	<p><u>Mandatory</u> orientation sessions take place during the Welcome Week. There will be an orientation session held by the Central International Office (general orientation) and a welcome and information session held by the Business School.</p> <p>Due to health and safety regulations in light of the COVID-19 pandemic, the orientation events for the fall semester 2020 will be held digitally. Depending on the development of the situation and under consideration of public health advice, we may also provide some in-person welcome and orientation activities on-campus.</p>
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. Due to the pandemic, some services may only be available in limited capacities and in strict accordance with precautionary measures.

COURSES

Information on courses

The university's course catalog for exchange students can be found here: <https://www.uni-mannheim.de/en/academics/coming-to-mannheim/exchange-students/courses/course-catalog/>. Business exchange students may also take courses offered by the other schools (restrictions might apply), but are required to take the majority of their courses at the Business School.

Course selection

As a general rule, Bachelor/undergraduate students must take Bachelor level courses. Only Master/graduate students and Bachelor students in their 4th year of studies may take Master level courses from our M.Sc. program (Mannheim Master in Management).

Course load

There is no minimum/maximum required amount of credits on our end, but we recommend not taking on a course load of more than 30 ECTS (credit points) per semester (which we consider a full semester workload).

Course registration

Course registration varies, but if, by when and how students need to register will be stated clearly in the course description in the online course catalog.

Language

At the Business School, the majority of our courses are taught in English. Some courses are taught in German.

German language courses

The Summer/Winter Academy are four-week intensive German language courses offered in January and in August (special rates for exchange students). Due to the pandemic, the Summer Academy 2020 unfortunately had to be cancelled. Whether the Winter Academy 2021 will be able to go ahead has not yet been decided but students will be notified as soon as a decision has been made.

The German language courses offered during the semester will be offered in a digital format in the fall semester and either digitally or in-person in the spring semester, depending on the development of the situation. They 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 the beginning of lectures.