

# INSTITUTIONAL FACT SHEET



## UNIVERSITY

### UNIVERSITY OF MANNHEIM

Schloss  
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Germany  
www.uni-mannheim.de  
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### INTERNATIONAL OFFICE

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E-mail: aaa@verwaltung.uni-mannheim.de  
www.uni-mannheim.de/aaa

*Please check our website for contacts  
and 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

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 2018:

30 April 2018

#### Spring semester 2019:

31 Oct 2018

After you submitted your nomination, we will contact your students with instructions on how to complete the online application via our online portal. We will copy the nomination contact persons 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 **Ms. Gabriele Vath** ([vath@verwaltung.uni-mannheim.de](mailto:vath@verwaltung.uni-mannheim.de)) before the respective deadline. We will then contact the respective school for approval.



## 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 at

[www2.uni-mannheim.de/aaa/courses](http://www2.uni-mannheim.de/aaa/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.

### 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 their own exam registration.

### Grading System

1,0 - 1,5

1,6 - 2,0

2,1 - 2,5

2,6 - 3,5

3,6 - 4,0

4,1 - 5,0

(mit Erfolg) bestanden    passed (successfully)

(regelmäßig) besucht    attended (regularly)

*excellent*

*very good*

*good*

*satisfactory*

*sufficient*

*failed*

### Language of Instruction

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



## TRANSCRIPT OF RECORDS

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A Transcript of Records will be issued **eight to twelve weeks** after the exam period.

If you have questions about your students' transcripts 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](mailto:berg@verwaltung.uni-mannheim.de)).



## RECOMMENDED LANGUAGE SKILLS

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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

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### Preparatory German Language Courses

**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, which includes seminars on German culture and society.

### Costs

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

*Before the semester*

### Registration Deadline

15 June and 15 November, respectively

### German Language and Culture Courses

The International Office offers 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 courses (e.g. German Financial Market, European Union, Germany at a Glance, etc.).

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

*During the semester*



## FACILITIES AND STUDENT SERVICES

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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 **€80.90\* 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. If students have any health restric-

tions, 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 other student organizations organize a number of activities, 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** during the application.



## HOUSING

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### 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](mailto:housing@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*) 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

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

Citizens 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 USA.**

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



## PRACTICAL INFORMATION

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### Estimated Costs of Living

Approx. **€750 – €800\*** per month  
(including rent)

*\*subject to change*

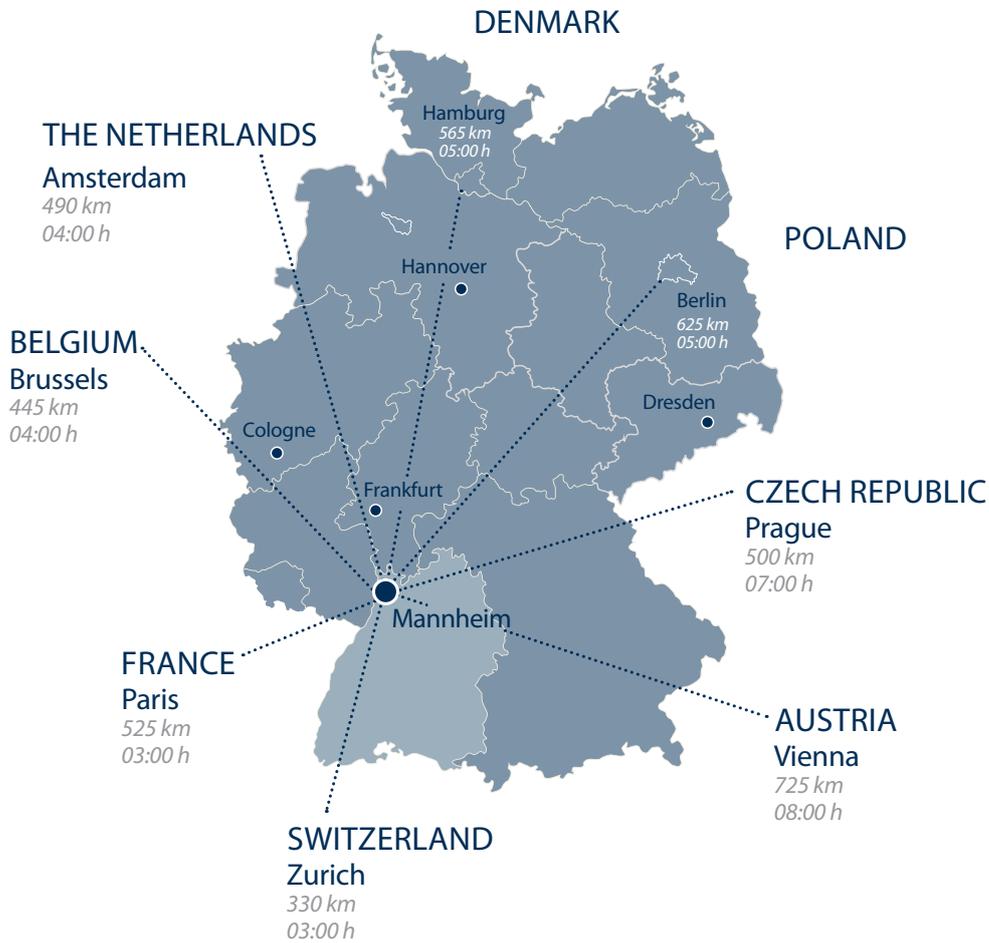
### Public Transport

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

*\*subject to change*



## THE CITY OF MANNHEIM AND ITS SURROUNDINGS



### 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.