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Please see our contact information sheet for more details.

ACADEMIC CALENDAR

Fall Semester 2015

Term period: August 1 - January 31
Lecture period: September 7 - December 11
Exam period: December 10 - 22

Spring Semester 2016

Term period: February 1 - July 31
Lecture period: February 15 – June 3
Easter Holidays: March 21 – April 1
Exam period: June 6 - 18

STUDENT NOMINATIONS

Deadline for Student Nominations

Procedure

Required Application Documents Deadline for Online Application

May 1, 2015 for the fall semester
October 15, 2015 for the spring semester
Please send the nominations to Ms Gabriele Vath (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 hardcopies required)
Students must complete our online application by:
May 10 for the fall semester
October 31 for the spring semester

Deadline for extension requests

Should your student wish to extend his exchange semester, please send a request to Ms Gabriele Vath (vath@verwaltung.uni-mannheim.de) before the respective deadline: **May 1, 2015** for the fall semester **October 15, 2015** for the spring semester. We will then contact the respective Mannheim School for approval.

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

The course list will be published on 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

depends on home institution

Exam Period

Generally there will be final written exams in December and June, respectively. 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	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

It is required that students must either have good German language skills OR a good level of English (at least B2 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:

January 8 - February 6, 2015

International Summer Academy:

August 3 - 31, 2015

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.

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 currently € 69,80 per semester.

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

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
- Company visits

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 very limited number of places in our off-campus student residences: single bedrooms in student dormitories for € 280* - 320*, apartments € 330* - € 390*. Rooms on the private market start at € 280. There are furnished rooms (shared kitchen and bathroom) in several dormitories 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 about the residences. The rooms usually have to be rented for a six-month-period, reductions are sometimes possible upon request. *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 (0) 621 181 1158

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 after their arrival in Mannheim. It costs about € 80 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 € 150 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