

# INSTITUTIONAL FACT SHEET



## UNIVERSITY

UNIVERSITY OF MANNHEIM  
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*Please check our website for contacts  
and for more details.*



## ACADEMIC CALENDAR

### Fall Semester 2019



Welcome Week: 22 – 30 August  
Lecture period:  
2 September – 6 December  
Exam period: 7 – 20 December  
Term period: 1 August – 31 January

### Spring Semester 2020



Welcome Week: 3 – 7 February  
Lecture period: 10 February – 29 May  
Easter break: 6 – 17 April  
Exam period: 30 May– 15 June  
Term period: 1 February – 31 July



## STUDENT NOMINATIONS

Period for Student Nominations  
by Home University

### Fall semester 2019:

15 Feb – 15 April 2019

### Spring semester 2020:

15 Sep – 15 Oct 2019

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 2019:

30 April 2019

### Spring semester 2020:

31 Oct 2019

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 our mandatory 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

More information will be available at [www.uni-mannheim.de/receptions](http://www.uni-mannheim.de/receptions)



## COURSES

### Course Catalog

The course list will be published at [www.uni-mannheim.de/courses](http://www.uni-mannheim.de/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	<i>excellent</i>
1,6 - 2,0	<i>very good</i>
2,1 - 2,5	<i>good</i>
2,6 - 3,5	<i>satisfactory</i>
3,6 - 4,0	<i>sufficient</i>
4,1 - 5,0	<i>failed</i>
(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

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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 2019

**International Winter Academy:**

7 January – 4 February 2020

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)

*\*subject to change*

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

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 €95.40\* 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

### 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 off-campus student residences by our housing partner: 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 information on student residence options (if applicable) and/or detailed information on the private housing market. Please note that the housing situation in Mannheim is 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 from the following countries do not need a student visa. They need to apply for a German residence permit at the respective Foreigners' Registration Office in Germany: **Australia, Canada, Israel, Japan, New Zealand, South Korea, and USA.**

Citizens of the following countries do not need a student visa as long as there is no intention to take up any gainful/paid employment before or after the studies: **Andorra, Brazil, El Salvador, Honduras, Monaco, and San Marino.**

Non-EU citizens who are enrolled at an EU university (except UK, Ireland, and Denmark) do not need to apply for a German residence permit if they study in Germany for less than 360 days according to the EU directive 2016/801, the "REST-directive" for researchers and students. However, students need to hand in documents at the International Office as soon as they receive their letter of acceptance for the University of Mannheim.

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

Further information can be found here: [www.uni-mannheim.de/entry](http://www.uni-mannheim.de/entry)



## PRACTICAL INFORMATION

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### Estimated Costs of Living

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

*\*subject to change*

### Public Transport

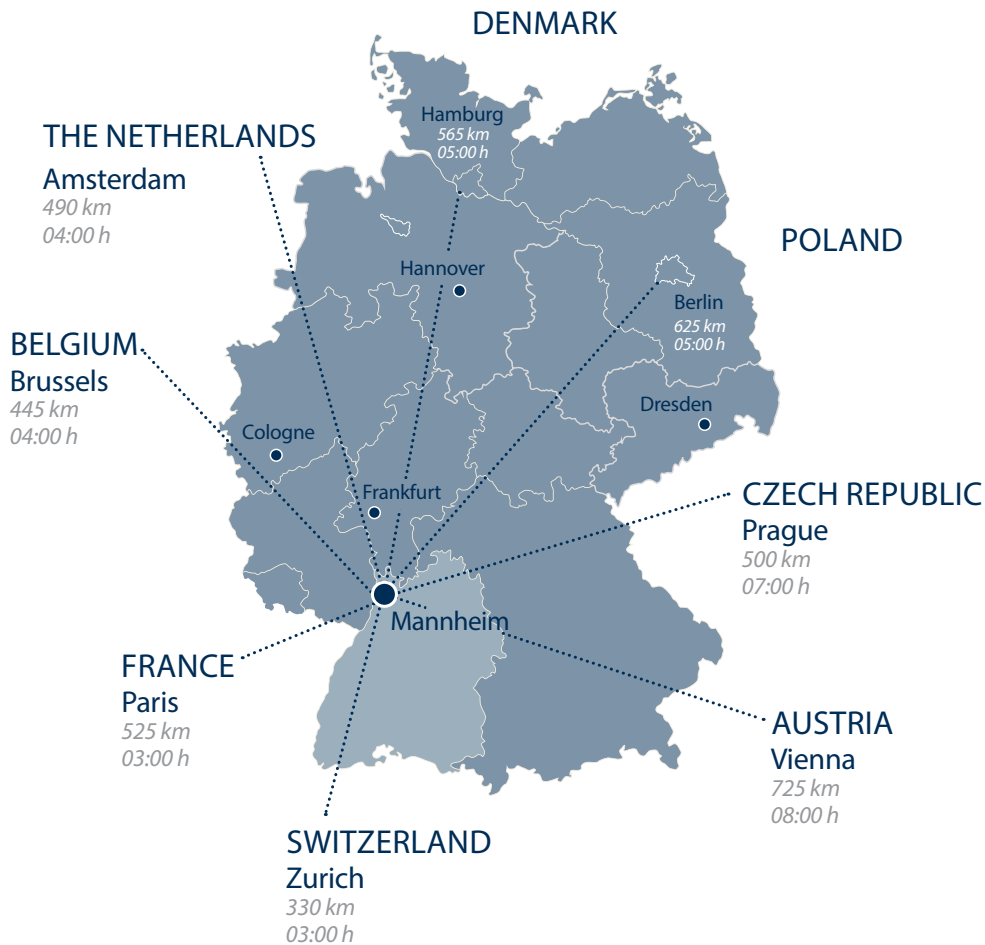
Students can buy a semester ticket for €170\* for unlimited public transportation in the greater Mannheim area.

*\*subject to change*



## THE CITY OF MANNHEIM AND ITS SURROUNDINGS

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### 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.