



## INSTITUTION

### Business School - University of Mannheim

Postal address:

Dean's Office  
L 5, 5  
68131 Mannheim  
Germany  
(Please post our outgoings' 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](http://www.bwl.uni-mannheim.de/en/international)

---

### Head of International Affairs

**Ms. Yvonne Hall**  
Email: [yvonne.hall@uni-mannheim.de](mailto:yvonne.hall@uni-mannheim.de)  
Phone: +49 621 181-1474

---

### Manager International Affairs, Master-Level Exchanges (Overseas) & Special Programs

**Ms. Cathrin Rieger**  
Email: [cathrin.rieger@uni-mannheim.de](mailto:cathrin.rieger@uni-mannheim.de)  
Phone: +49 621 181-1446

---

### Manager International Affairs, Master-Level Exchanges (Europe) & Special Programs

**Ms. Janna Ried**  
Email: [janna.ried@uni-mannheim.de](mailto:janna.ried@uni-mannheim.de)  
Phone: +49 621 181-3324

---

### Manager International Affairs & Outgoing Students Advisor (Bachelor)

**Ms. Alica Buck**  
Email: [alica.buck@uni-mannheim.de](mailto:alica.buck@uni-mannheim.de)  
Phone: +49 621 181-1439

---

**Manager International Affairs &  
Incoming Students Advisor**

**Ms. Annabel Müller**  
Email: [annabel.mueller@uni-mannheim.de](mailto: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](mailto: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/](http://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/)

**Incoming Students - Admission**

**Ms. Christina Meder**  
Email: [christina.meder@verwaltung.uni-mannheim.de](mailto:christina.meder@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](mailto:vania.fundinger-sawant@verwaltung.uni-mannheim.de)  
Phone: +49 621 181-1207

**Ms. Tanya Dreikluft (Europe)**  
Email: [tanya.dreikluft@verwaltung.uni-mannheim.de](mailto:tanya.dreikluft@verwaltung.uni-mannheim.de)  
Phone: +49 621 181-1455

## ACADEMIC CALENDAR 2022/23

<b>Fall Semester 2022</b>	<b>Welcome week:</b>	29 August – 2 September 2022
	<b>Lecture period:</b>	5 September – 9 December 2022
	<b>Exams:</b>	9 – 22 December 2022

<b>Spring Semester 2023</b>	<b>Welcome week:</b>	6 – 10 February 2023
	<b>Lecture period:</b>	13 February – 2 June 2023
	<b>Easter holidays:</b>	3 – 14 April 2023
	<b>Exams:</b>	3 – 17 June 2023

Exchange students are welcome to come for the fall and/or the spring semester. Please note that the housing situation in Mannheim tends to be a lot more relaxed in the spring semester. Thus, if students have the option between fall and spring, we recommend students come during the spring semester.

## NOMINATION AND APPLICATION

Fall Semester 2022	Nomination period:	15 February - 15 April 2022
	Application deadline:	30 April 2022
Spring Semester 2023	Nomination period:	15 September - 15 October 2022
	Application deadline:	31 October 2022

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.

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

Arrival	We request that students arrive at least one week before the start of lectures in order to enroll and attend the Welcome Week.
Orientation	<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.
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.

## COURSES

Information on courses	The university's course catalog for exchange students can be found here: <a href="https://www.uni-mannheim.de/en/academics/coming-to-mannheim/exchange-students/courses/course-catalog/">https://www.uni-mannheim.de/en/academics/coming-to-mannheim/exchange-students/courses/course-catalog/</a> . Business exchange students may also take courses offered by other schools (restrictions might apply), but are required to take the majority of their courses at the Business School.
Course selection	As a rule, Bachelor/undergraduate students must take Bachelor level courses. Only Master/graduate students and Bachelor students in their 4 <sup>th</sup> year of studies may take Master level courses from our M.Sc. program (Mannheim Master in Management).

---

<b>Course load</b>	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).
<b>Course registration</b>	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.
<b>Language</b>	At the Business School, most of our courses are taught in English. Some courses are taught in German.
<b>German language courses</b>	Four-week intensive German language courses are offered in January and in August (special rates for exchange students). The German language courses offered during the semester 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/at the beginning of lectures.

---