



## INSTITUTION

**Business School - University of Mannheim**  
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Germany  
(Please post our outgoings' transcripts to this address)

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[www.bwl.uni-mannheim.de/en/international-affairs](http://www.bwl.uni-mannheim.de/en/international-affairs)

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<b>Incoming Students - Admission</b>	<p><b>Ms. Gabriele Vath</b> Email: <a href="mailto:vath@verwaltung.uni-mannheim.de">vath@verwaltung.uni-mannheim.de</a> Phone: +49 621 181-1152</p>
<b>Outgoing Students - Nominations</b>	<p><b>Ms. Denise Olinde (overseas)</b> Email: <a href="mailto:denise.olinde@verwaltung.uni-mannheim.de">denise.olinde@verwaltung.uni-mannheim.de</a> Phone: +49 621 181-1207</p> <p><b>Ms. Janna Ried (Europe)</b> Email: <a href="mailto:janna.ried@verwaltung.uni-mannheim.de">janna.ried@verwaltung.uni-mannheim.de</a> Phone: +49 621 181-1455</p>

## ACADEMIC CALENDAR 2019/20

<b>Fall Semester 2019</b>	<p><b>Welcome week:</b> 22 – 30 August</p> <p><b>Lecture period:</b> 2 September – 6 December</p> <p><b>Exams:</b> 7– 20 December</p>
<b>Spring Semester 2020</b>	<p><b>Welcome week:</b> 3 – 7 February</p> <p><b>Lecture period:</b> 10 February – 29 May</p> <p><b>Easter holidays:</b> 6 – 17 April</p> <p><b>Exams:</b> 30 May – 15 June</p>

Exchange students are welcome to come for the fall and/or the spring semester. 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.

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

<b>Arrival</b>	We request that students arrive at least one week before the start of lectures in order to enroll and attend the Welcome Week.
<b>Orientation</b>	<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.
<b>Buddy Program</b>	Exchange students can opt to be matched with a Mannheim student (organized by our student initiative VISUM).
<b>Services</b>	Exchange students can access the same facilities as regular degree-seeking students, such as libraries, computer centers, sports facilities and cafeterias.

## COURSES

<b>Information on courses</b>	The University's course catalogue 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 the other schools (restrictions might apply), but are required to take the majority of their courses at the Business School.
<b>Course selection</b>	As a general rule, Bachelor/undergraduate students must take Bachelor level courses. Only Master/graduate students and Bachelor students who are 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 official limit, but we recommend not taking more than the equivalent of 30 ECTS (credit points) per semester (full semester work load).
<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.
<b>Language</b>	At the Business School, the majority 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.