## INSTITUTION

Business School – University of Mannheim  
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68131 Mannheim  
Germany  
(Please post our outgoings’ transcripts to this address)

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www.bwl.uni-mannheim.de/en/international

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INSTITUTION

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L 1, 1
68131 Mannheim
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Fax: +49 621 181-1161
www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/

Incoming Students - Admission
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Outgoing Students - Nominations
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Ms. Janna Ried (Europe)
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Phone: +49 621 181-1455

ACADEMIC CALENDAR 2020/21

Fall Semester 2020
Welcome week: 27 August – 4 September
Lecture period: 7 September – 11 December
Exams: 10 – 22 December

Spring Semester 2021
Welcome week: 8 – 12 February
Lecture period: 15 February – 4 June
Easter holidays: 29 March – 9 April
Exams: 7 – 19 June

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 to choose between fall and spring, we recommend for students to come during the spring semester.
NOMINATION AND APPLICATION

<table>
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<tr>
<th>Semester</th>
<th>Nomination period</th>
<th>Application deadline</th>
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<tbody>
<tr>
<td>Fall Semester 2020</td>
<td>15 February - 15 April 2020</td>
<td>30 April 2020</td>
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<tr>
<td>Spring Semester 2021</td>
<td>15 September - 15 October 2020</td>
<td>31 October 2020</td>
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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 via our online portal.

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 events of the Welcome Week.

Orientation
Mandatory 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: https://www.uni-mannheim.de/en/academics/coming-to-mannheim/exchange-students/courses/course-catalog/. 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.

Course selection
As a general rule, Bachelor/undergraduate students must take Bachelor level courses. Only Master/graduate students and Bachelor students in their 4th year of studies may take Master level courses from our M.Sc. program (Mannheim Master in Management).
| **Course load** | 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). |
| **Course registration** | 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. |
| **Language** | At the Business School, the majority of our courses are taught in English. Some courses are taught in German. |
| **German language courses** | 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. |