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<b>Please post our outgoings' transcripts to:</b>	University of Mannheim Business School - Dean's Office International Affairs L 5, 5 68131 Mannheim Germany
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<b>Institution</b>	University of Mannheim, Central International Office L 1, 1 68131 Mannheim Germany Fax: +49 621 181-1161 <a href="http://www2.uni-mannheim.de/io/english">www2.uni-mannheim.de/io/english</a>
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### Academic Calendar 2018/19

Fall Semester 2018	Welcome week: 27 – 31 August
	Lecture period: 3 September – 7 December
	Exams: 9 – 22 December
Spring Semester 2019	Welcome week: 4 – 8 February
	Lecture period: 11 February – 31 May
	Easter holidays: 15 – 26 April
	Exams: 3 – 17 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 between fall and spring, we recommend students to come during the spring semester.

### Period for Student Nominations by Home University

Fall Semester 2018	15 February – 15 April 2018
Spring Semester 2019	15 September – 15 October 2018

**Unfortunately, we cannot accept any late nominations.** Nominations have to be entered directly into our **online nomination portal**. The link to the portal will be sent to all partners before the beginning of the nomination period. **Nominations via email can no longer be accepted.**

After the nominations have been submitted by our partner institutions, we will contact the students with instructions about completing the online application via our online portal.

### Deadlines for Online Application by Students

Fall Semester 2018	30 April 2018
Spring Semester 2019	31 October 2018

### Application

Supporting documents	Online application form (will be sent to students by email after nomination); no hardcopies required.	
Language requirements	German	German language skills are not required.
	English	Language skills in English are required for all students intending to take courses taught in English (recommendation: at least level B2/C1 or equivalent).

Acceptance letters and all other information will be sent out in June for the fall semester (Sept.-Dec.); in November for the spring semester (Feb.-June).

Arrival, Orientation and Services	
Arrival	<p>We request that students arrive at least one week before the start of lectures in order to enroll and attend the Welcome Week.</p> <p>For students who fly into Frankfurt International Airport, there are direct trains which go from the airport to Mannheim main station. The trip takes 30 minutes and trains leave half-hourly during the day (every hour in the evenings).</p>
Orientation	<p><u>Mandatory</u> orientation sessions take place one week before the lectures start (around end of August and second week in February).</p> <p>There will be an orientation session by the central International Office (general orientation) and one by the Business School.</p>
Buddy Program	<p>Exchange students can opt to be matched with a Mannheim student (organized by our student initiative VISUM).</p>
Services	<p>Exchange students can access the same facilities as regular degree-seeking students, such as libraries, computer centers, sports facilities and cafeterias.</p>
Courses	
Information on courses	<p>The University's course catalogue for exchange students can be found here: <a href="http://www2.uni-mannheim.de/io/courses">www2.uni-mannheim.de/io/courses</a> Business exchange students can also take courses offered by the other schools (restrictions might apply), but have to take the majority of their courses at the Business School.</p>
Course selection	<p>As a general rule, Bachelor/undergraduate students have to take Bachelor level courses. Only Master/graduate students and Bachelor students who are at least in their 4<sup>th</sup> year of studies may take Master level courses from our M.Sc. program (Mannheim Master in Management).</p>
Course load	<p>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).</p>
Course registration	<p>Course registration varies, but if, by when and how students need to register will be stated clearly in the course description.</p>
Language	<p>At the Business School, the majority of our courses are taught in English. Some courses are taught in German.</p>
German language courses	<p>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.</p>
Accommodation in Student Residences	
Location	<p>Students can apply for housing in student residences, but they are not on campus (between 5 minutes walking distance and 15 minutes by public transport). For exchange students from overseas, we offer a very limited number of places in our off-campus student residences.</p>

Costs	Approx. EUR 280-390 (shared flat) and EUR 340-400 (one-room apartment) per month, depending on the type of room/flat.
Application deadline	Students should apply as early as possible once they have received the information on accommodation from our central International Office to increase the chances that they will receive a place.
<b>Accommodation in Private Housing</b>	
Information	The central International Office offers plenty of information on finding accommodation on the private market for those who prefer not to stay in the student residences or who could not get a spot there.
<b>Other Costs</b>	
Health insurance	Overseas students have to buy insurance (about EUR 77/month), unless they can prove that they already have sufficient coverage. EU citizens are exempt from having to purchase German health insurance if they present a valid EHIC (European Health Insurance Card) during enrolment.
Administrative fee	Students have to pay a so called “semester contribution” ( <i>Studentenwerksbeitrag</i> ) of EUR 77.20 per semester. The fee is used to subsidize student services such as meals in cafeterias, counseling services, accommodation etc.
Average cost of living	Around EUR 750-800 per month (including rent).
Mannheim	<a href="http://www.mannheim.de">www.mannheim.de</a> <a href="http://www.tourist-mannheim.de">www.tourist-mannheim.de</a>

