

Contact Information

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| Mailing & Visiting Address: | Duale Hochschule Baden-Wuerttemberg (DHBW) Mannheim International Office Coblitzallee 1-9 68163 Mannheim Germany |
| ERASMUS Code: | D MANNHEI08 |
| Website: | https://www.mannheim.dhbw.de/en/international/international-office |
| Website for Exchange Students: | https://www.mannheim.dhbw.de/en/international/exchange-students/exchange-students |
| Contacts: | <p>International Office (IO) Tel. +49 621 4105 1184, Fax +49 621 4105 1807 General Email: international@dhbw-mannheim.de ,</p> <p>Mr. Carsten Muench, Head International Office, Non-EU Programs and partnerships, International Program Coordinator muench@dhbw-mannheim.de , Tel. +49 621 4105 1166</p> <p>Ms. Luciana Winkelhausen, ERASMUS Coordinator, Inter Institutional Agreements erasmus@dhbw-mannheim.de Coordinator Latin American Programs, Baden-Wuerttemberg Scholarship, luciana.winkelhausen@dhbw-mannheim.de , Tel. +49 621 4105 1123,</p> <p>Ms. Yulia Uksekova, Exchange Students Office, yulia.uksekova@dhbw-mannheim.de, Tel. +49 621 4105 1602</p> <p>Mr. Daniel Samsel, Office Administration, DHBW Students daniel.samsel@dhbw-mannheim.de , Tel. +49 621 4105 1184</p> |

Academic Calendar

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| Fall Semester: | <ul style="list-style-type: none"> • Penultimate week of August, Orientation Week • Last week of August – Second week of December, classes including exams (16 weeks) |
| Spring Semester: | <ul style="list-style-type: none"> • First week of February, Orientation Week • Second week of February – First week of June, classes including exams (17 weeks, including 1 week Easter Break) |
| Important: | <p>Before Arrival and during the orientation week the IO organizes the following services:</p> <ol style="list-style-type: none"> Skype information sessions for students before arrival. Housing placement, course planning, etc. Pick up service from Mannheim railway station to student dormitory, delivery of housing contracts. Support in all official purposes (registration, bank account, visa extension, health insurance, etc.) Campus tour Orientation Day with class registration English placement test for non-native speakers, if necessary German placement test for non-native speakers, if necessary City tour |

Accommodation

Students will be informed about housing options upon acceptance of application for exchange. The IO at DHBW Mannheim attempts to place all students in a student dormitory. Accommodation will be reserved upon application for the exchange in one of Studierendenwerk Mannheim's dormitories. Studierendenwerk Mannheim, the service company for all Universities in Mannheim, is an independent company and the IO of DHBW Mannheim only takes care of the application process for exchange students.

Students can rent a room in a student dormitory for an entire semester only! In the Fall Semester, all housing contracts run from August 1 – December 31 and in Spring Semester from February 1 – June 30. If needed, all students can extend the contract for one additional month in January or July respectively.

In case students can't be placed in a student dormitory, the IO supports students in finding a private accommodation.




Nomination and Application

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| Nomination Deadline and Procedures: | <p>April 30, for Fall Semester / September 30, for Spring Semester</p> <p>Partner universities shall send an email to international@dhw-mannheim.de with the following information about the students:</p> <ul style="list-style-type: none"> • Family Name • First Name • Birthday and Place of Birth • Nationality • Email Address • Semester(s) applied for |
| Application Deadline and Procedures: | <p>May 31, for Fall Semester / October 31, for Spring Semester</p> <p>Either the coordinator of the home university or the student needs to send the completed application by email to international@dhw-mannheim.de . The following documents are necessary:</p> <ul style="list-style-type: none"> • DHBW Application Form for Exchange Students (students need to download the application form and save it before starting to fill in the blanks) • Official transcript of records of home university • CV in English or German • Copy of passport • Passport size photo |
| Website for application: | https://www.mannheim.dhw.de/en/international/exchange-students/application |

Academic Programs and Classes

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| Class registration: | Registration for classes will be made for each student individually after arrival. Classes in English are offered in the International Program and in various departments (so called curriculum classes) . Students can choose classes from all programs and departments. Students receive detailed information about classes offered in German upon request. |
| Website for English Classes: | https://www.mannheim.dhw.de/en/international/exchange-students/academic-information |
| Language Requirements: | <ul style="list-style-type: none"> • No proof of English is required for students from partner universities! Level English B1/B2 strongly recommended. • Students who want to take curriculum classes in German (NOT German language classes) need to have B2 CEFR (Common European Framework of Reference for Languages) or sufficient proof of equivalent German proficiency. |
| Class Format / Work Load: | <ul style="list-style-type: none"> • Lectures, Business Games, Tutorial, Independent Studies. • Average work load per semester is 25-30 credits. 1 credit (ECTS) = 30 hours of work load. There is no minimum number of credits for exchange students. The maximum number of credits for exchange students is 36 ECTS per semester. |
| Transcripts: | Transcripts will be mailed to home school coordinator approx. 4-5 weeks after the end of the semester. |

Social Media

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|  | Visit us on YouTube: Just click on the link or simply look for "Study abroad at DHBW Mannheim" on YouTube and experience what it means to be an exchange student at DHBW Mannheim. http://www.youtube.com/watch?v=s_yQe0QeP2E |
|   | During the orientation week and throughout the entire semester, students can also contact us through WhatsApp or WeChat. Students will receive an emergency phone number for communication. |

For more detailed information please refer to the Fact Sheet for Incoming Exchange Students.