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Please see our contact information sheet for more details.

## ACADEMIC CALENDAR

### Fall Semester 2017

Term period: 1 August – 31 January  
Lecture period: 4 September – 8 December  
Exam period: 9 – 22 December

### Spring Semester 2018

Term period: 1 February – 31 July  
Lecture period: 12 February – 1 June  
Easter Holidays: 26 March – 6 April  
Exam period: 4 – 16 June

## STUDENT NOMINATIONS

### Period for Student Nominations by Home University

Fall semester 2017: **15 Feb – 15 April 2017**  
Spring semester 2018: **15 Sep – 15 Oct 2017**

### Deadline for Online Application by students

Fall semester 2017: **30 April 2017**  
Spring semester 2018: **31 Oct 2017**

**Unfortunately, we cannot accept 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.**

We kindly ask you to distribute the number of students evenly in the fall and spring semester.

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. Nomination contact persons will receive all emails sent to students in cc.

### **Required Application Documents**

Online application (no hardcopies required).  
No language certificates must be submitted.  
Kindly check Recommended Language Skills, page 3.

### **Deadline for extension requests**

Spring semester: **31 October**  
Fall semester: **30 April**

Should your student wish to extend their study abroad period, please send a request to Ms. Gabriele Vath ([yath@verwaltung.uni-mannheim.de](mailto:yath@verwaltung.uni-mannheim.de)) before the respective deadline. We will then contact the respective Mannheim School for approval.

## ARRIVAL AND ORIENTATION

### **Arrival and Orientation**

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

Our Welcome Week is mandatory and includes:

- an introduction to the study system
- campus tour and welcome reception
- faculty-specific sessions and library tours

## COURSES

### **Course Catalogue**

The course list will be published on [www.uni-mannheim.de/aaa/courses](http://www.uni-mannheim.de/aaa/courses). Exchange students must take the majority of courses from the school on which they are on exchange. However, they can choose 1-2 courses from the university-wide elective courses of other schools.

### **Required Course Load**

depends on home institution

### **Exam Period**

Generally there will be final exams in December and June, respectively. Please see page one for exact dates. Students are responsible for exam registration.

## Grading System

1,0 - 1,5	excellent
1,6 - 2,0	very good
2,1 - 2,5	good
2,6 - 3,5	satisfactory
3,6 - 4,0	sufficient
4,1 - 5,0	non-sufficient / fail
(mit Erfolg) bestanden	passed (successfully)
(regelmäßig) besucht	attended (regularly)

## Transcript of Records

A Transcript of Records will be issued no later than 8-12 weeks after the exam period.

## Language of Instruction

German and English– depending on the school, students can also choose from a wide range of classes in English.

## RECOMMENDED LANGUAGE SKILLS

It is required that students have either good German language skills OR a good level of English (at least B2 according to the Common European Framework of Reference for Languages).

The University of Mannheim reserves the right to deny admission into courses for students who do not have the requested level. We expect the home university to make sure that the students possess the required language competence.

## LANGUAGE SUPPORT

### Preparatory German Language Courses

#### ➤ Before the Semester

International Winter Academy:

9 January – 3 February 2017

International Summer Academy:

1 – 30 August 2017

The International Winter/ Summer Academy is a four-week intensive language course including seminars about German culture and society.

### Costs

~ € 570 (this is a special price for our partner universities)

### Registration Deadline

15 June and 15 November, respectively

### German Language and Culture Courses

#### ➤ During the Semester

German language and culture courses are offered by the International Office during the semester for a small administrative fee (€ 15 per course). There are a range of German courses, including general language courses at different levels, and specific German courses (e.g. German Financial Market, European Union, Germany at a Glance, etc.). As a rule, students can take a **maximum of 3 courses per semester**.

## FACILITIES AND STUDENT SERVICES

In order to cover the costs of the student services, by law, every student enrolled in a German university - including exchange students - has to pay a semester contribution. The contribution is currently **€ 77.20\***per semester.

\*subject to change

### **Campus Facilities**

- Access to computer facilities including wireless internet access and university email account
- Student tutors
- Academic advisors
- Access to University sports facilities
- Career counselling
- University cafeterias
- University libraries
- Student housing

### **Special Needs and Support for Differently Abled Students**

The Counsellor for differently abled students supports these persons and students with ongoing illnesses. Please inform the International Office in advance when nominating the student(s), so we can ensure your student will be offered the appropriate support.

### **Excursions and Trips**

Excursions organized by the International Office and student organizations, e.g.:

- City trips to Frankfurt, Nuremberg, Hamburg, Cologne, and Stuttgart
- International Dinner

### **Buddy Program**

Students have the opportunity to be matched with a local student for support.

## HOUSING

### **Pick-up Service**

Students can arrange an individual pick-up with their buddy. The International Office is only a short walk from the main train station.

### **Student Housing**

Students can apply for student residences or look for a room on the private market. For exchange students from overseas, we offer a very limited number of places in our off-campus student residences: single bedrooms in student residences for € 280\* - 390\*, apartments € 340\* - € 390\*. Rooms on the private market start at €280. There are furnished rooms (shared kitchen and bathroom) in several residences in different areas of Mannheim. After being accepted by the University of Mannheim, the student will receive

the link and personal password for our online portal myUniMA, along with detailed information on the private housing market. *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.*  
\*subject to change

## Contact

Accommodation Office at the International Office  
Tel: +49 (0) 621 181 1158  
housing@uni-mannheim.de

## HEALTH INSURANCE

EU members: are exempted from having to purchase German health insurance if they present the EHIC (European Health Insurance Card) during enrollment.

Non-EU members: **we strongly recommend all our exchange students from non-EU countries to purchase a statutory German health insurance.** Students will have the opportunity to buy German health insurance after their arrival in Mannheim. It costs about € 89 per month (standard price for students from all health insurance companies).

## VISA REQUIREMENTS

Members of the EU and of the EFTA (i.e. Iceland, Liechtenstein, Norway, and Switzerland) do not need an entrance visa/student visa.

Members of the following countries do not need an entrance visa/student visa either, but will have to register at the foreigners' residence office and apply for a residence permit after their arrival in Germany: Australia, Brazil, El Salvador, Israel, Japan, Canada, New Zealand, South Korea, and the USA.

Students of all other countries should obtain a visa as soon as they have received their letter of acceptance.

## PRACTICAL INFORMATION

### Estimated Costs of Living Public Transport

Approx. € 750 - € 800 per month (including rent)  
Students can buy a semester ticket at the current price of € 160 for unlimited public transportation in the greater Mannheim area.

## THE CITY OF MANNHEIM AND ITS SURROUNDINGS



- Modern city located in a beautiful region in the North-Western corner of the state of Baden-Württemberg
- Only 35 min away from Frankfurt International Airport
- 320,000 inhabitants
- Heart of the Rhine-Neckar Metropolitan Region with about 2.4 million people: one of the most important business locations in Germany, with renowned scientific research institutions and a very high quality of life
- Perfect starting point to explore Germany and the rest of Europe

Updated: February 2017