

Welcome to Mannheim!



Introduction with the International Office



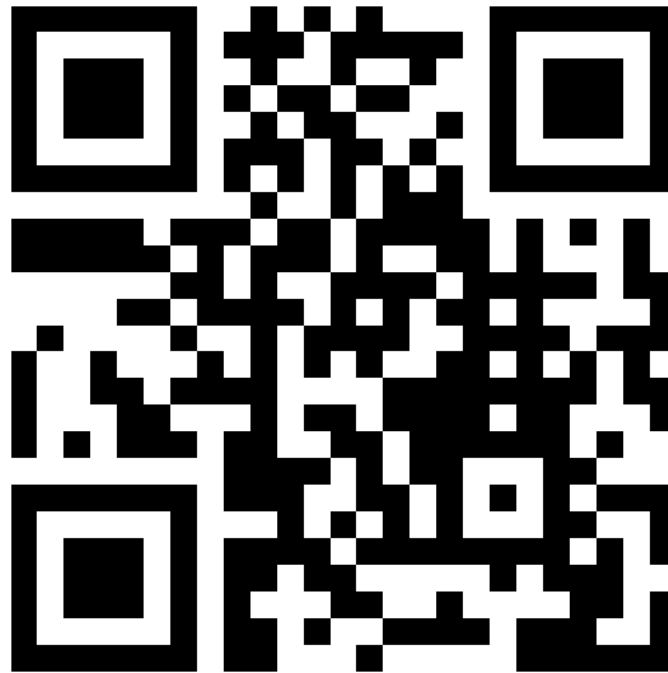
Team International Exchange Students

Overview

For on- and off-campus students

1. Facts & Figures about the University of Mannheim
2. Campus Etiquette
3. Contacts for Exchange Students
4. Study Organisation
5. Welcome Week

Help us getting to know you!
Please go to menti.com and use the
code **34 20 49 9 OR use the QR Code:**



Facts & Figures

Top Rankings and one of the leading Universities in
Business, Economics and Social Sciences

12.000 Students in total

1907 Year of Founding as the
College of Commerce

840 Teaching and Research Assistants

570 Admin Staff Members

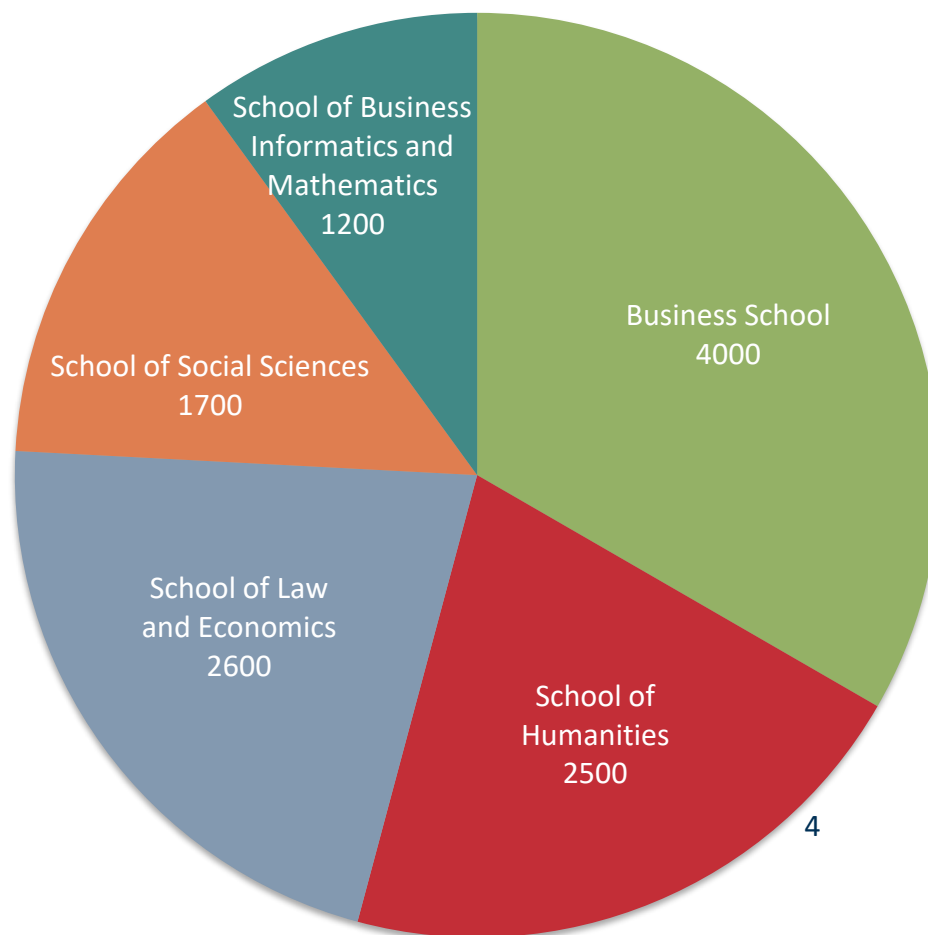
200 Professors

18.6% International Students

3 Accreditation by AACSB, AMBA, EQUIS

Largest Baroque Palace in Germany

Number of Students per School



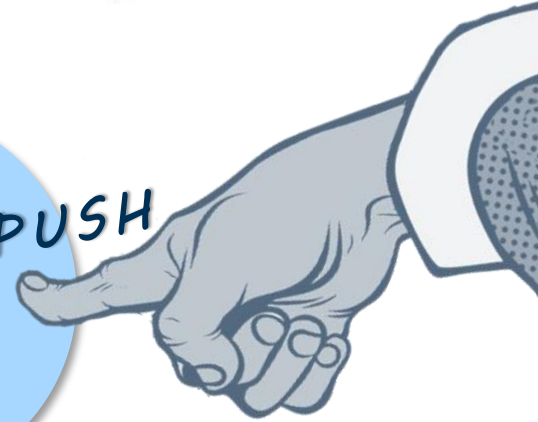
Campus Etiquette

Find up-to-date information on Coronavirus measures

By the
University
in general

For
Exchange
Students in
particular

PUSH



Wie passen wir am besten aufeinander auf?
How can we watch out for one another?



A few general remarks...

- Virtual consultation hours run 30 mins
- Be aware of possible time difference & arrive on time
- You can contact lecturers and staff via email
 - Send your message to only ONE of us at a time
 - State your FULL name and student number
 - Address the person with a salutation and a complimentary closing
 - Address professors with formal „Sie“ instead of „du“
- Be aware of deadlines and do not miss them
- Plagiarism is not tolerated
- When signing a contract, be aware of all the terms



Contacts for Exchange Students

Who does what?

Departmental Exchange Coordinators

Study-related counselling

- Course election
- Assistance with composing timetables
- Questions related to exams and term papers
- Any course-related and academic question

International Office

General Counselling

- Preparation & support during enrollment
- Assistance with finding accommodation
- Help with any non-academic questions and problems
- Organizing events
- Info via e-mail & myUniMa

Student Services (Studienbüro)

Administrative issues regarding your studies

- Registration for each semester
- Registration for exams
- Dis-enrollment
- Extra time for exams
- Most Services are available at the Express Service

Departmental Exchange Coordinators

School of Social Sciences

Political Science



Dr. Gledis Londo



Janina Heker

Sociology & Psychology

School of Humanities



Abir Al-Laham

Business School



Annabel Müller

School of Business Informatics and Mathematics



Juliane Roth

Department of Economics



Dr. Christiane Cischinsky
(Bachelor)



Sebastian Herdtweck
(Master)

Department of Law



Dr. Elisa Berdica

Orientation Sessions & Help Sessions



Department	Orientation Session	Course Registration Help Sessions
Business School	23 February, 4 p.m.	24 February, 9 a.m. – noon; 25 February 9 a.m. – noon & 2 p.m. – 5 p.m.
Economics	24 February, 10 a.m.	
Business Informatics and Mathematics	25 February, 10 a.m.	
Humanities	25 February, 10.15 a.m.	
Social Sciences	25 February, 2 p.m.	
Law	25 February, 3 p.m.	

How can you reach us?

Student Services

L1, 1 (entrance A, 1st floor)

Find the advisor for your department [here](#). Contact them via e-mail or make an appointment for a virtual consultation.

International Office

L 1, 1 (entrance B, 1st floor)

Mon: 9.00 a.m. – noon

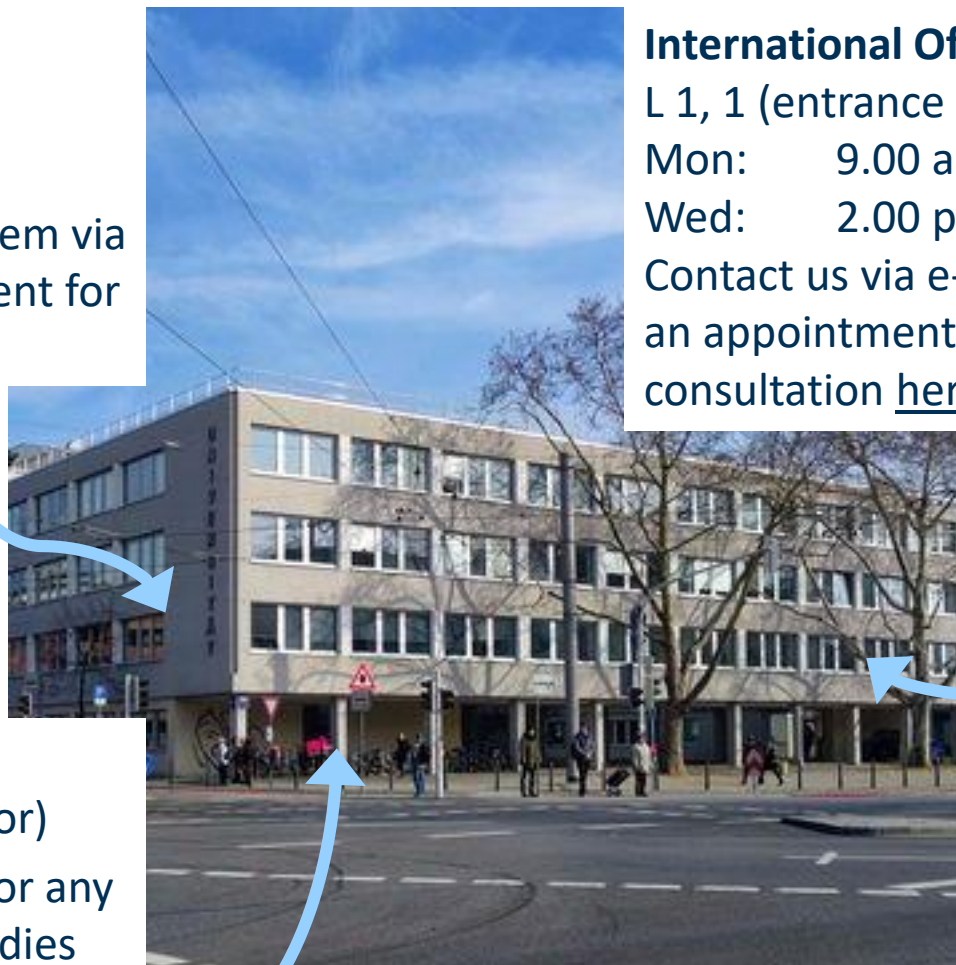
Wed: 2.00 p.m. – 5.00 p.m.

Contact us via e-mail or make an appointment for a virtual consultation [here](#).

Express Service

L1, 1 (entrance A, ground floor)

As the first point of contact for any questions related to your studies and exams you can contact them through [this form](#).



Study Organisation

The World of Portals



Portal for international students only.
Tasks and to dos before and during your exchange semester. Information on life in Mannheim/Germany.

Login Data

your email address and application number

<https://myunima.uni-mannheim.de/incomings>



PORTAL²

Course information and course registration, exam registration, grades.

Login Data

myUniMA login data for initial login. Then change your password!

<https://portal2.uni-mannheim.de/>



ILIAS

Learning management portal, learning material, learning groups

Login Data

use your new Portal2 password

<https://ilias.uni-mannheim.de/>



Course Selection

► To-Do: Enrollment into Courses

- One day after you received the confirmation of enrollment by email, you can log into Portal² with your myUniMA login details.

LOGIN_NAME: Your email address (the one you used to register with Mobility Online); PASSWORD: your individual number that starts with 50 and then is followed by 6 numbers, e.g. 50123456.



Check email: "University of Mannheim: login myUniMA + Official Notification of Semester Fees"

- Access Portal²: <https://portal2.uni-mannheim.de> and login as described above. Change your password, activate your account.
If you study on-campus, upload a passport photo for your ecUM card.

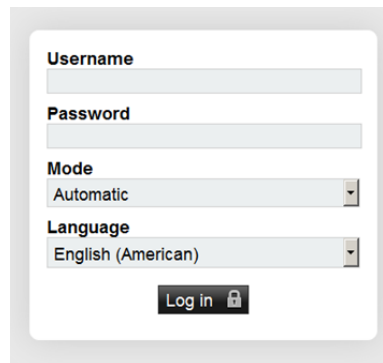
ILIAS and university email address

► To-Do: Get ready for your courses

- Once you have retrieved your Uni-ID, changed your password in Portal², and activated your account, you can access the **learning platform ILIAS** which you will need for your courses.
- You can then also access your **University of Mannheim email account**.



Please make sure to check your email account as well as ILIAS regularly in order to stay up to date on your courses and other important information.



A screenshot of the ILIAS login interface. It features a light gray background with a white login box. Inside the box, there are four input fields: 'Username', 'Password', 'Mode' (a dropdown menu with 'Automatic' selected), and 'Language' (a dropdown menu with 'English (American)' selected). Below these fields is a 'Log in' button with a lock icon.



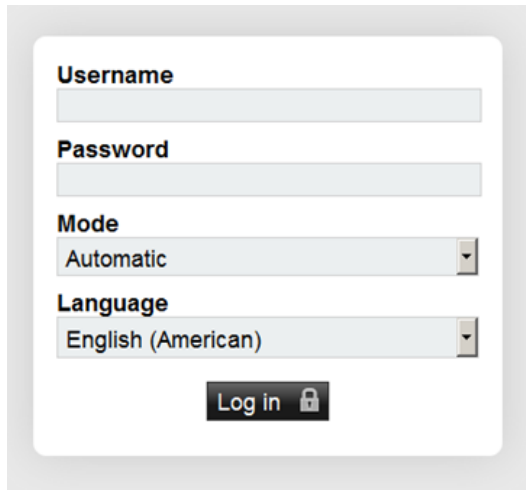
Horde:
University of Mannheim
e-mail server

University Email Account

- Example: Jane Miller -> jmiller@mail.uni-mannheim.de
- Access: <https://students.webmail.uni-mannheim.de>



Check your university account regularly!



A screenshot of a webmail login interface. It features a light gray background with a white login box. Inside the box, there are four labeled input fields: 'Username', 'Password', 'Mode' (a dropdown menu showing 'Automatic'), and 'Language' (a dropdown menu showing 'English (American)'). Below these fields is a dark gray 'Log in' button with a white padlock icon to its right.



Support with access to internet on
campus and mail account:
infocenter@uni-mannheim.de


Courses for Exchange Students

- 50% of your courses have to be from the school to which you are coming on exchange.
- Additionally, you can take university-wide electives.
- Attend information sessions by the schools.
- Avoid selecting courses taking place at the same time.
- For many courses, regular attendance is obligatory.



German Language & Culture Courses

- All German Language and Culture Courses in spring semester 2021 will be held online
- Maximum of 3 courses
- Registration fee: €15/course (non-refundable)
- Payment: before first session
- Download the registration confirmation from your personal account on myUniMA and follow the payment instructions



**Guten Tag. Ein
vegetarisches
Schnitzel, bitte.**

The Academic Calendar

Spring Semester 2021



Semester: 1 February – 31 July 2021
Lecture period: 1 March – 18 June 2021
Easter break: 29 March – 9 April 2021
Examination period: 19 June – 3 July 2021

Fall Semester 2021

Semester: 1 August 2021 – 31 January 2022
Re-registration: 1 May – 15 June 2021
Lecture period: 6 September – 10 Dec 2021
Examination period: 9 December – 22 December 2021



Lecture Times



B1	8.30 – 10.00 a.m.
B2	10.15 – 11.45 a.m.
B3	12.00 – 1.30 p.m.
B4	1.45 – 3.15 p.m.
B5	3.30 – 5.00 p.m.
B6	5.15 – 6.45 p.m.
B7	7.00 – 8.30 p.m. ₂₁

Exams

► Examination Period: **19 June – 3 July**

Specific exam dates available at:
<https://www.uni-mannheim.de/en/academics/during-your-studies/examinations/taking-an-examination/dates/>

Registration

- online registration for ALL exams (incl. oral exams, papers, presentations) is **compulsory**
- regardless of whether you had to register for the course itself or not

Registration Period

- Master Business courses: **17 – 31 Mar**
- ALL other exams: **21 April – 5 May**
Guarantee for registration within deadline: No exam clash regarding day AND time!



EXAM WITHDRAWAL: Please note regulations for withdrawal; “no show” will be automatically counted as fail (5,0)

<https://www.uni-mannheim.de/en/academics/during-your-studies/examinations/taking-an-examination/withdrawal-or-de-registration-from-an-exam/>



You will be charged €10 per registered exam if you miss the deadline.

Transcript of Records

Will be sent as a PDF to **you and your home university** via e-mail
after all grades have been published (4-6 weeks after exam period)

Grading system:

Grades	Description	ECTS-Grade
1,0 - 1,5	excellent	A - excellent
1,6 - 2,0	very good	B - very good
2,1 - 2,5	good	C - good
2,6 - 3,5	satisfactory	D - satisfactory
3,6 - 4,0	sufficient	E - sufficient
4,1 - 5,0	fail	F – fail
(mit Erfolg) bestanden	passed (successfully)	
(regelmäßig) besucht	attended (regularly)	

Transcript of Records

Will be sent as a PDF to **you and your home university** via e-mail after all grades have been published (4-6 weeks after exam period)

Waiting for your transcript?

- ☐ Check in Portal² if all grades have been submitted yet (*account is active 60 days after dis-enrollment*).

A course is missing?

- ☐ Check if you forgot to register for the exam.

You failed an exam?

- ☐ No credits for a failed exam (5,0), but it will appear on your transcript.

All grades are visible in Portal2 and you need your transcript urgently?

- ☐ Kindly contact: transcripts@uni-mannheim.de to ask for your transcript to be issued.

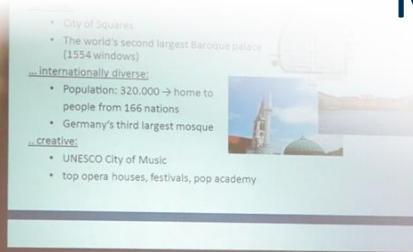
Welcome Week

Reception by the International Office

Reception for International Students

Friday, 26 February 2021, 4 p.m.

Meeting point: Zoom



Events organized by VISUM



March

- Wednesday, 17 March 2021 – Games Night (online)
- Thursday, 18 March 2021 – International Dinner (online)
- Wednesday, 24 March 2021 – Café Lingua Español (online)
- Friday, 26 March 2021 – VISUM online #Hafenedition



April

- Wednesday, 14 April 2021 – Café Lingua Français (online)
- Friday, 16 April 2021 – VSUM goes Technoseum
- Sunday, 18 April 2021 – Day Trip Weinheim
- Thursday, 22 April 2021 – PubQuiz (online)



For more information visit: visum-mannheim.de

Events organized by VISUM



April

- Sunday, 25 April 2021 – Bike Tour to Speyer
- Wednesday, 28 April 2021 – Café Lingua Deutsch
- Friday, 30 April 2021 – VISUM goes BASF



May

- Sunday, 02 May 2021 – VISUM goes Frankfurt
- Wednesday, 05 May 2021 – Games Night (online)
- Saturday, 08 May 2021 – VISUM goes Schloss Neuschwanstein
- Wednesday, 12 May 2021 – Café Lingua All Languages
- Friday, 14 May 2021 – Brewery Tour



For more information visit: visum-mannheim.de

Online Kurse / Streaming



= Streaming aus C7

<https://vimeo.com/event/334540>



= Streaming aus E7

<https://vimeo.com/event/334821>

Zeit	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Sonntag
17.00 – 18.00		Kickboxing	Power Move	Power Move		Power Move
18.00 – 19.00	Functional Fitness	Fit & Fun	Functional Fitness	Fit & Fun	BBP	Stretching
19.00 – 20.00	Full Body Workout					
17.15 – 18.15					Yoga Vinyasa	
18.30 – 19.30		Yoga Vinyasa	Stretch & Strengthening	Hatha Yoga in english		
19.45 – 20.45				Yin Yoga	Stretching for Budo Sports	

Virtual International Dinner in cooperation with VISUM

Thursday, 18 March 2021, 7 p.m. on Zoom

You would like to share your favorite recipe and teach others how to cook a nice meal? Become one of our show chefs for the international dinner!
Or would you simply like to experience international cuisine?

To participate, please **register with this link/QR code by 14 March:**
<https://www.visum-mannheim.de/satellite4/content/online-international-dinner>



Mentimeter Wordcloud

<https://www.mentimeter.com/s/9ddab5a4c0c6bd712c526b89152637a6/e39ea1f235a3>

Download this presentation (PDF):



Overview

for on-campus students

1. To Dos after your Arrival
 - Certificate of Arrival
 - Getting your ecUM card (student ID)
 - Residents' Registration Office
 - Foreigners' Registration Office
 - Licence Fee
2. Staying longer than one Semester
3. Central Facilities on Campus
4. Transportation in Mannheim and Surrounding Region
5. (Student) Life in Mannheim

To Dos after your Arrival

How ERASMUS STUDENTS get their Certificate of Arrival



- Login to your Mobility Online Workflow
- Submit your date of arrival and proof of residence registration here:

During the exchange

0 / 2

Due to the digital enrollment (On-Campus), we will not be able to welcome you in person. Therefore, we need to choose a different path to verify your physical presence at University of Mannheim. This is required to be able to issue the "Certificate of Arrival/Departure", among other reasons. Since you are legally obliged to register your residency with the citizen's service office at the city of your residence in Germany after arrival and since you will receive a confirmation of residency from the citizen's service office, we will use this document as proof of your physical presence at University of Mannheim. Please submit your Date of Arrival in this section - and show proof of this by uploading the Registration of Residency. Right before your departure, please submit your Date of Departure in this section so that we can process the "Certificate of Arrival and Departure".

Date of Arrival submitted☐

Proof of residency (Registration of Residency) submitted☐

[Submit Date of Arrival](#)

[Submit proof of residency \(Registration of Residency\)](#)

- We will then verify the dates and issue your CoA (to you and your sending university)

The University of Mannheim **exclusively issues their own CoA/D forms.**

If your sending university insists on receiving a different form, please ask your sending university's exchange coordinator to get in touch with Christina Meder.

► To-Do: Get your student ID card

Where can I get it?

- upload a photo on Portal²
- within approx. 4 working days (postal service: Mon-Sat) you will receive your ecUM **via regular mail to your postal address in Germany**



Double check that your postal address in Germany is correct on Portal² and make sure that your name is on your mailbox.

What is it for?

- ► Payment method on campus (cafeteria, copy machines, washing machines & driers)
- ► “Autoload”: activated at the Infothek (Mensaria am Schloss)
YOU WILL NEED: European debit card
- ► The Semesterticket (public transportation ticket) can be printed on your ecUM



If you have problems with your ecUM, please contact the staff at the InfoCenter!



Residents' Registration Office (K7)

► To-Do: Registration in Mannheim

Which documents are necessary?

- ► passport/national ID
- ► landlady'/-lord's confirmation of residence (Wohnungsgeberbestätigung)
- ► registration form (available in myUniMA under Discover > Everyday Life > Bureaucracy)



Please register within 2 weeks after your arrival.

Mandatory for everyone!

Who to contact?

- ► Office located in K7 (ground floor)
- ► make an appointment as soon as possible:
- **online:** https://tempus-termine.com/termine/index.php?anlage_nnr=36
- („An- und Abmeldungen eines Haupt- oder Nebenwohnsitzes“)
- **by phone:** +49 621 293-2628



Office hours K7: (for phone services)

Mon:	8.00 a.m. – 2.00 p.m.
Tue, Wed, Fri:	8.00 a.m. – noon
Thu:	8.00 a.m. – 6.00 p.m.

Erasmus students: Kindly upload the confirmation of registration to Mobility Online. We will then issue a certificate of stay. Please do not send us your university's form.

Foreigners' Registration Office (K7)

► To-Do: Residence Permit

Who requires a residence permit?

Citizens of the following countries:

- Andorra
- Australia
- Brazil
- Canada
- El Salvador
- Honduras
- Israel
- Japan
- Monaco
- New Zealand
- San Marino
- South Korea
- United Kingdom
- USA

Get your residence permit within 90 days after entry into the EU.

All other countries:

► Entrance/student visa: check expiration date

► Last possible exam date:

Spring Semester 2021: 3 July 2021

Fall Semester 2021: 22 December 2021

Get your residence permit before your visa expires

► Citizens of the **European Union** and members of the **EFTA** states (Iceland, Liechtenstein, Norway and Switzerland): You do **NOT** need to apply for a residence permit

Foreigners' Registration Office (K7)

► To-Do: Residence Permit

Which documents are necessary?

- ► see myUniMA:
“Foreigners’ Registration Office”



Who to contact?

- ► Office located in K7 (first floor)
- ► Processing time: 4-6 weeks
- ► make an appointment (by phone +49 621 293-3291) as soon as possible

IMPORTANT FOR YOUR LEGAL STATUS IN GERMANY, DO NOT FORGET!



In case, there are no appointments available online in due time, please phone the hotline 115. New appointments are made available every day at 8 a.m.

License Fee

► To-Do: Pay the “Rundfunkbeitrag”



- = Public Broadcasting Service Fee
- €17.50 per month
- regardless of the number of radios, televisions, computers or smartphones you have

One Household ► One Fee



Shared flats benefit in particular:
e.g. four people sharing a flat only pay one fee in total

Staying longer than one semester

► To-Do: Re-Registration at University



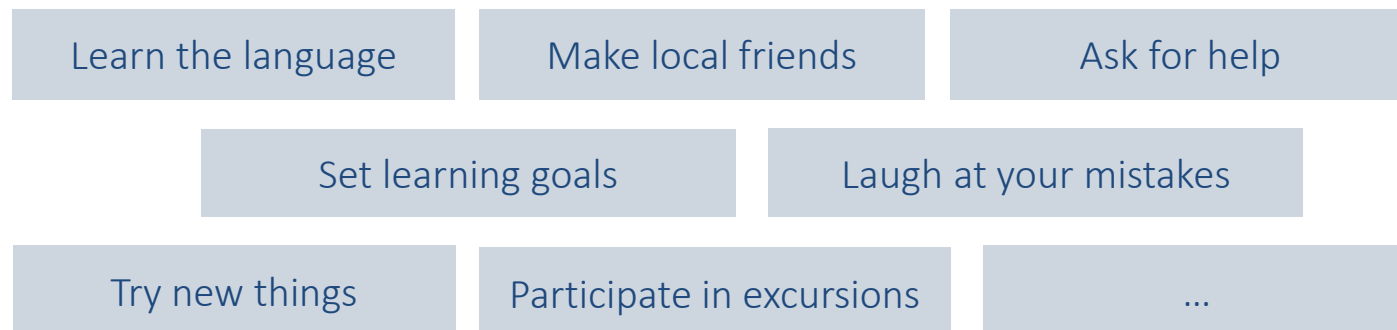
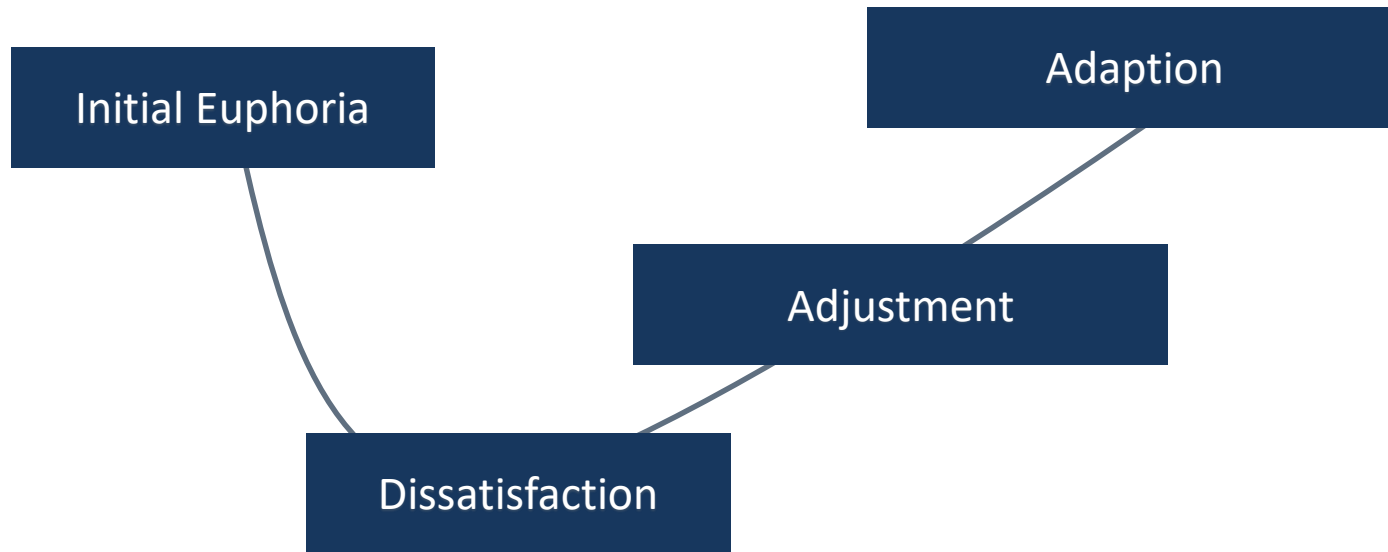
Only necessary if you are staying
for more than one semester

- To confirm your enrollment for the following semester
- For Fall Semester 2021: 1 May 2021 – 15 June 2021
- You are re-registered automatically by paying the semester contribution
 - via bank transfer (please include your full name and student number)

Please note it is a different bank account -> read email.

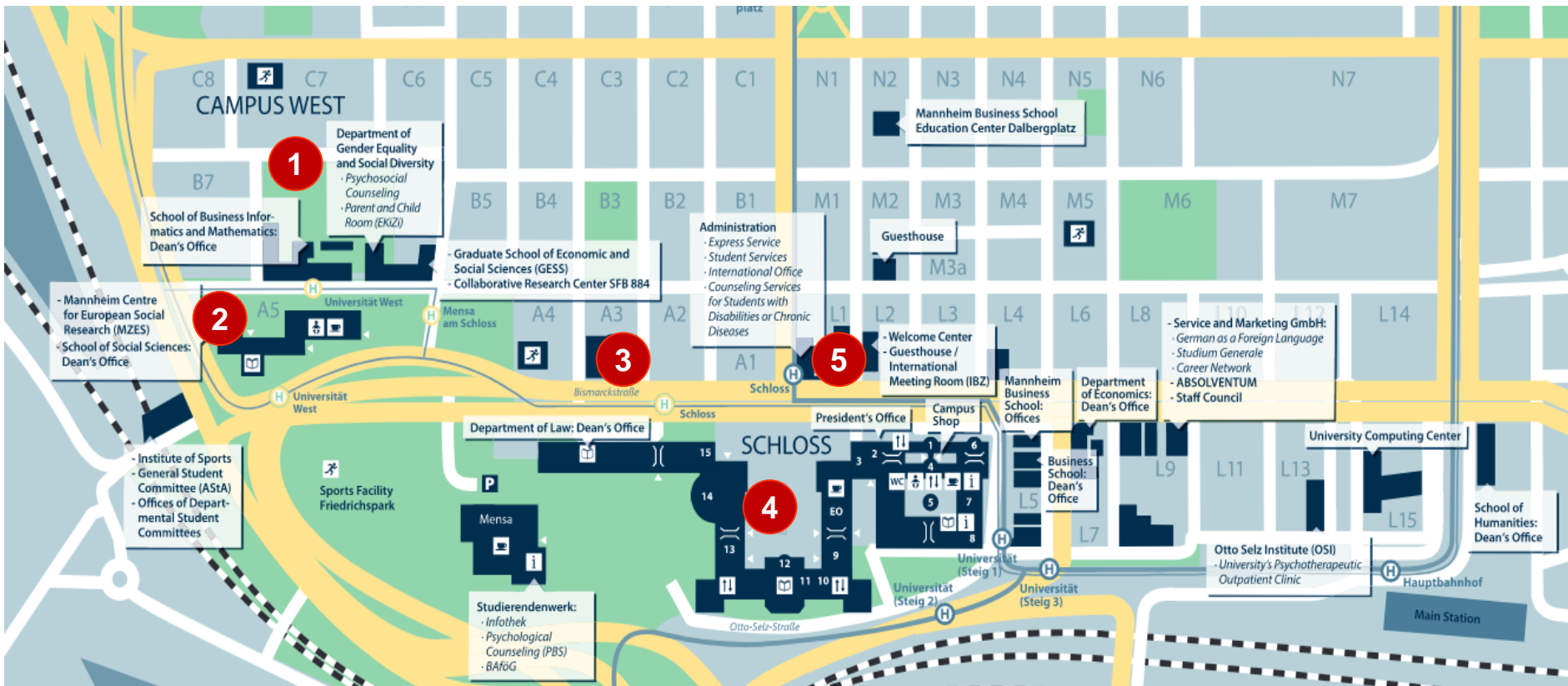
You will be charged €20 if you miss the deadline.

Culture Shock – The Stages



Central Facilities on Campus

Campus



1 B6 - School of Business Informatics and Mathematics

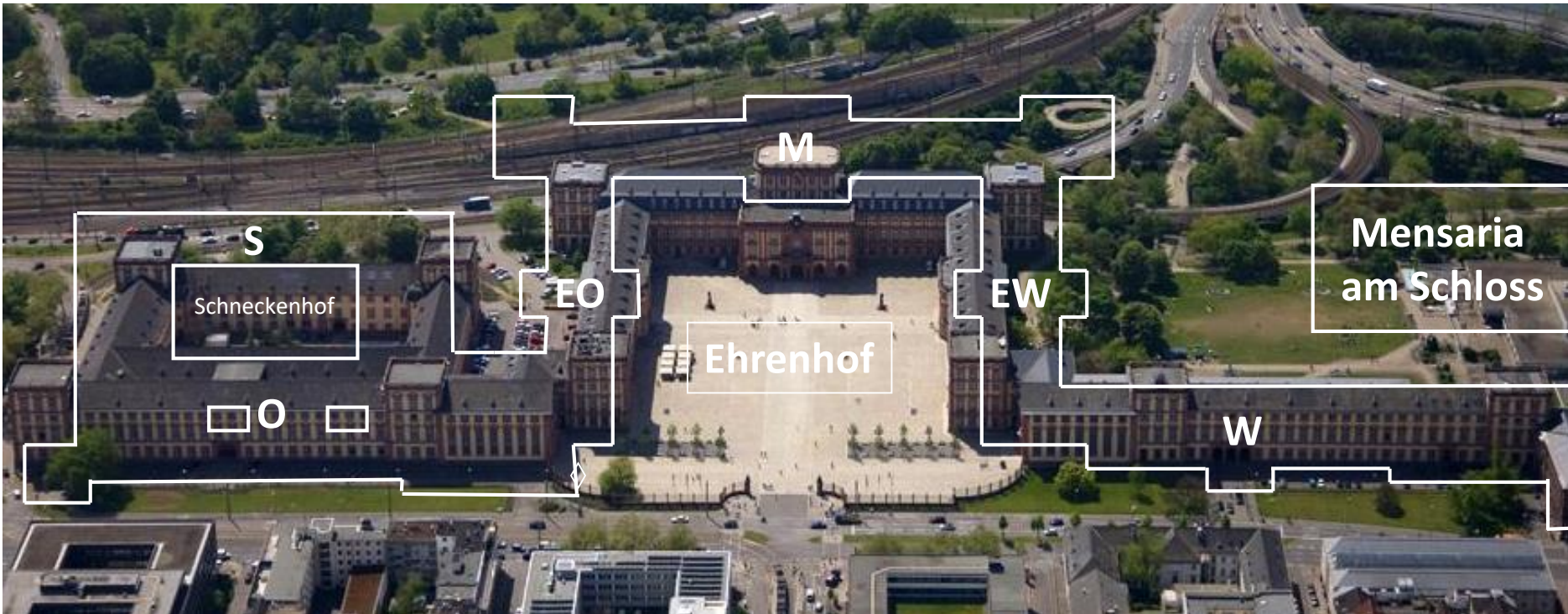
2 A5 - School of Social Sciences

3 A3 - Lecture Hall & Library

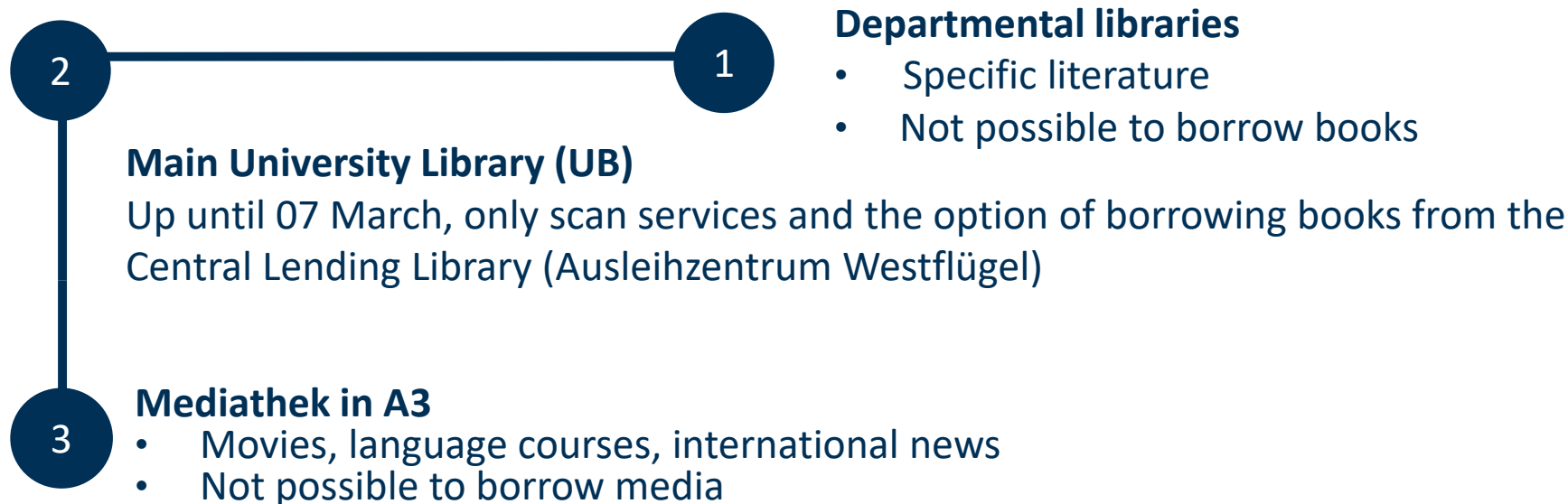
4 Palace

5 L1, 1:
- Express Service
- Student Services
- International Office

Palace



University Libraries



Get to know your Library:

Digital Library Tours



Monday 22 February 2021, 10.15 a.m.

Thursday 25 February 2021, 1.45 p.m.

Thursday 11 March 2021, 10.15 a.m.

For more information on the guided tours and registration, kindly see our [homepage](#).

Or register directly at info@bib.uni-mannheim.de.

Food on Campus



MENSARIA AM SCHLOSS - Main student cafeteria

- Currently: only food to go!
- Prices: ~ €3.00

Opening hours Mensaria am Schloss

Food to Go

Mon - Fri: 11:30 a.m. - 14:15 p.m.

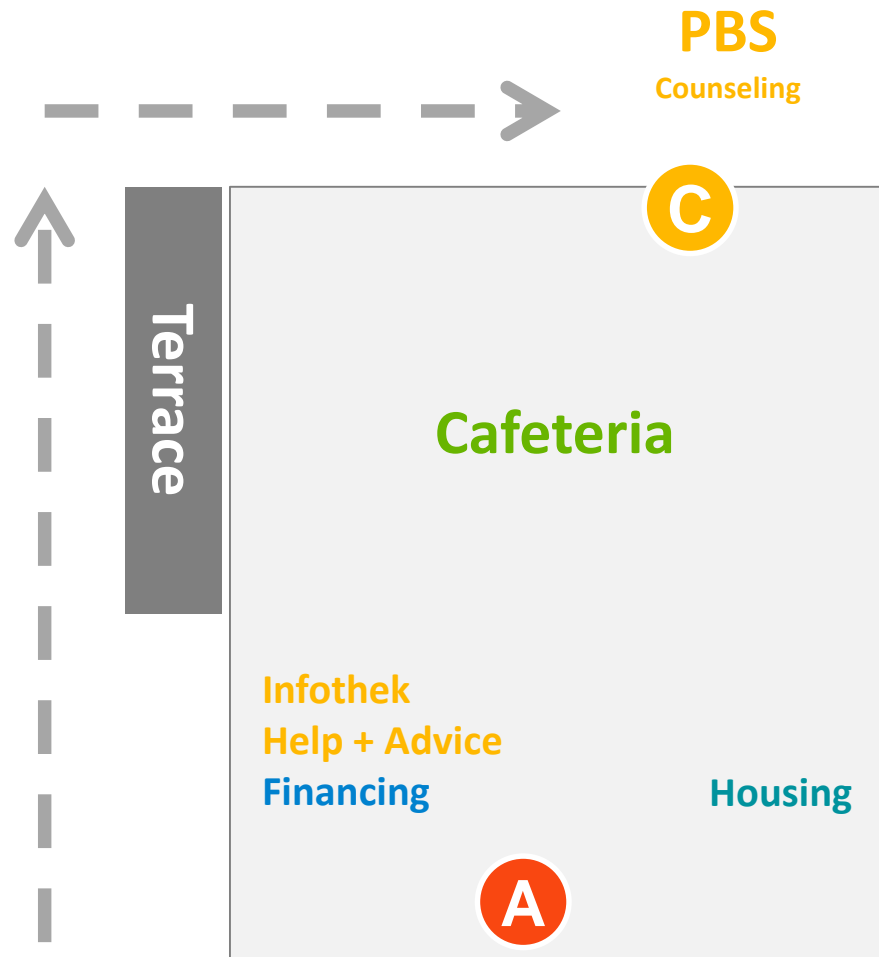
MENSA WAGON & COFFEETAINER

- Coffee and snacks

Opening hours Mensa Wagon

Mon – Fri 9 a.m. - 2.30 p.m.

Mensaria am Schloss and PBS



Please note:
Temporarily
different location
due to
construction work!
for up-to-date
information visit:
[https://www.stw-
ma.de/en/pbs cou
nseling.html](https://www.stw-ma.de/en/pbs_counseling.html)

Personal Safety

Emergency number for the police, fire brigade, and ambulance anywhere in Europe:



- If you feel unsafe, e.g. on your way home, we suggest to take the following precautions:

- Avoid underpasses and dark corners, e.g. in parks
- Get together in groups and take a taxi at night
- instead of walking home alone
- Consumption of alcohol – know your limit!

- No illegal downloads of movies etc.!
High fines (€800.00 – €1,200.00!)



SICHER DURCH
MANNHEIM²
MIT DEM FRAUEN-
NACHTTAXI

Zwischen 22 und 6 Uhr unterwegs?!
Frauen sparen 7 € pro Fahrt.

ICH BIN EIN
**FRAUEN
NACHT
TAXI**

Transportation in Mannheim and the surrounding region

Semester Ticket



- 175€ (valid for 6 months)
- Within a radius of about 50 km in the Rhein-Neckar-Region
- Imprint on ecUM available at terminals
- One semester for free if you are staying for two semesters in Mannheim only: Please contact the Residents' Registration Office in K7, do NOT buy the ticket at the terminal!



With the Semester Ticket you CANNOT use



Eurocity (EC)



InterCity (IC)



InterCity Express (ICE)



train à grande vitesse (TGV)



Evening and Weekend Regulation

- Free use of local public transportation
Mon to Fri from 7 p.m. to 5 a.m. as well as the
whole day on Saturdays, Sundays, and public holidays
- Requirement: the up-to-date imprint on the ecUM (at the
self-service machines), a mark at the bottom right of your
ecUM that says
„Abendregelung Uni Mannheim“
- VRN area except for the Westpfalz
- Ticket checkers are allowed to ask
you for another picture ID



(Student) Life in Mannheim

Fun Facts about Mannheim

**Which one of these items was
invented in Mannheim?**



Sewing
Machine



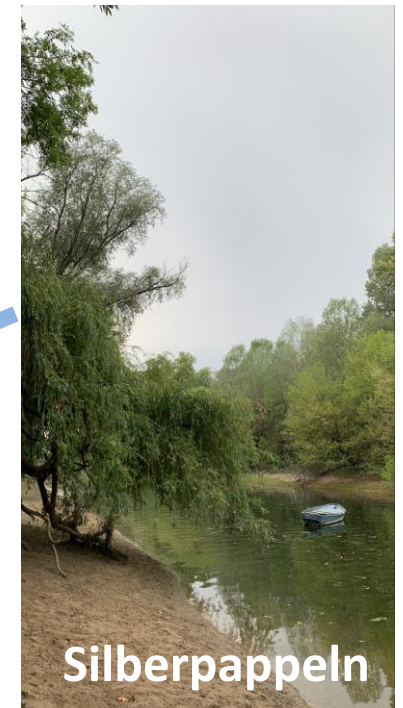
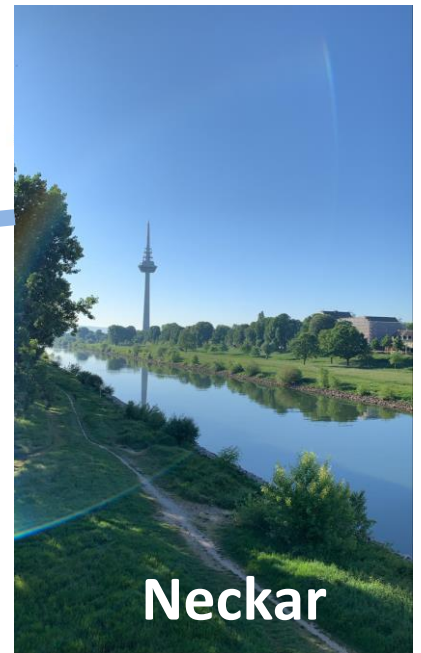
Train



Bike



Where to go with your bike



How many squares are
there in Mannheim?



166

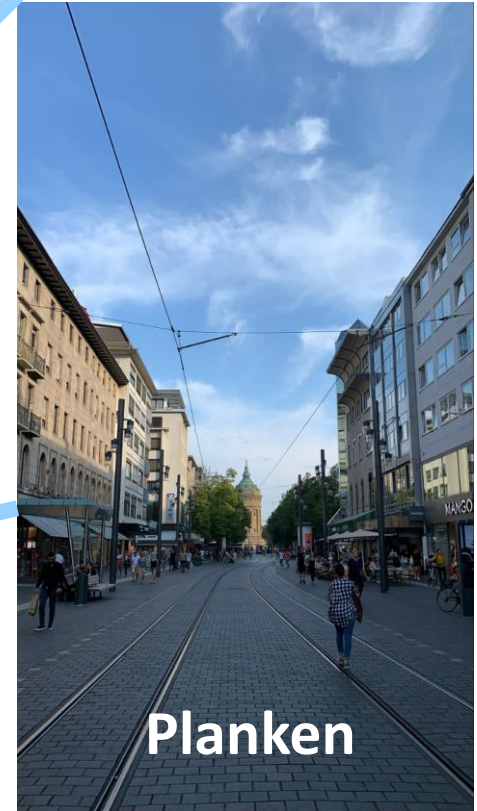


144



138

A street scene in a European city, likely Prague, showing a market place with people walking and cars parked. The text "Market place going to Jungbusch" is overlaid on the image.



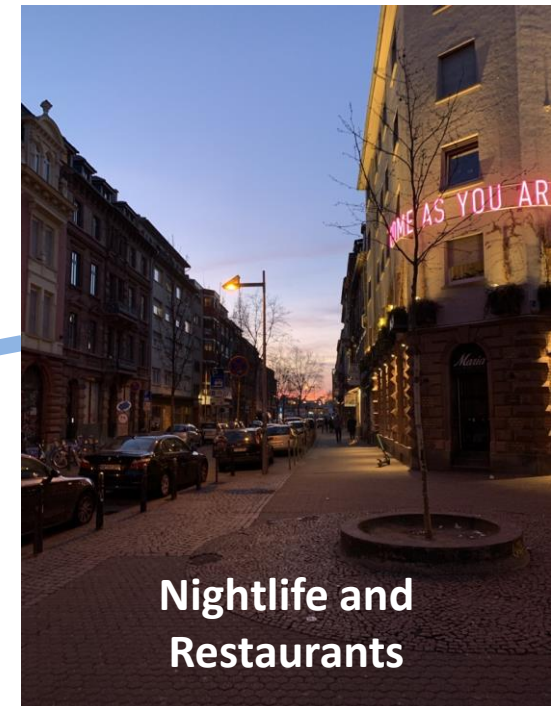
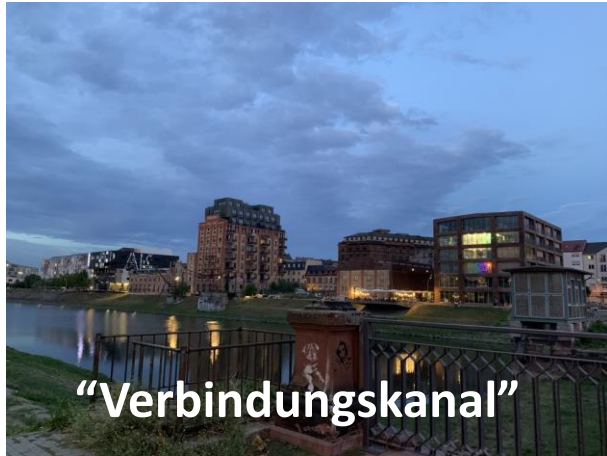
How many streets does the most popular neighborhood of Mannheim - Jungbusch - comprise?

 13

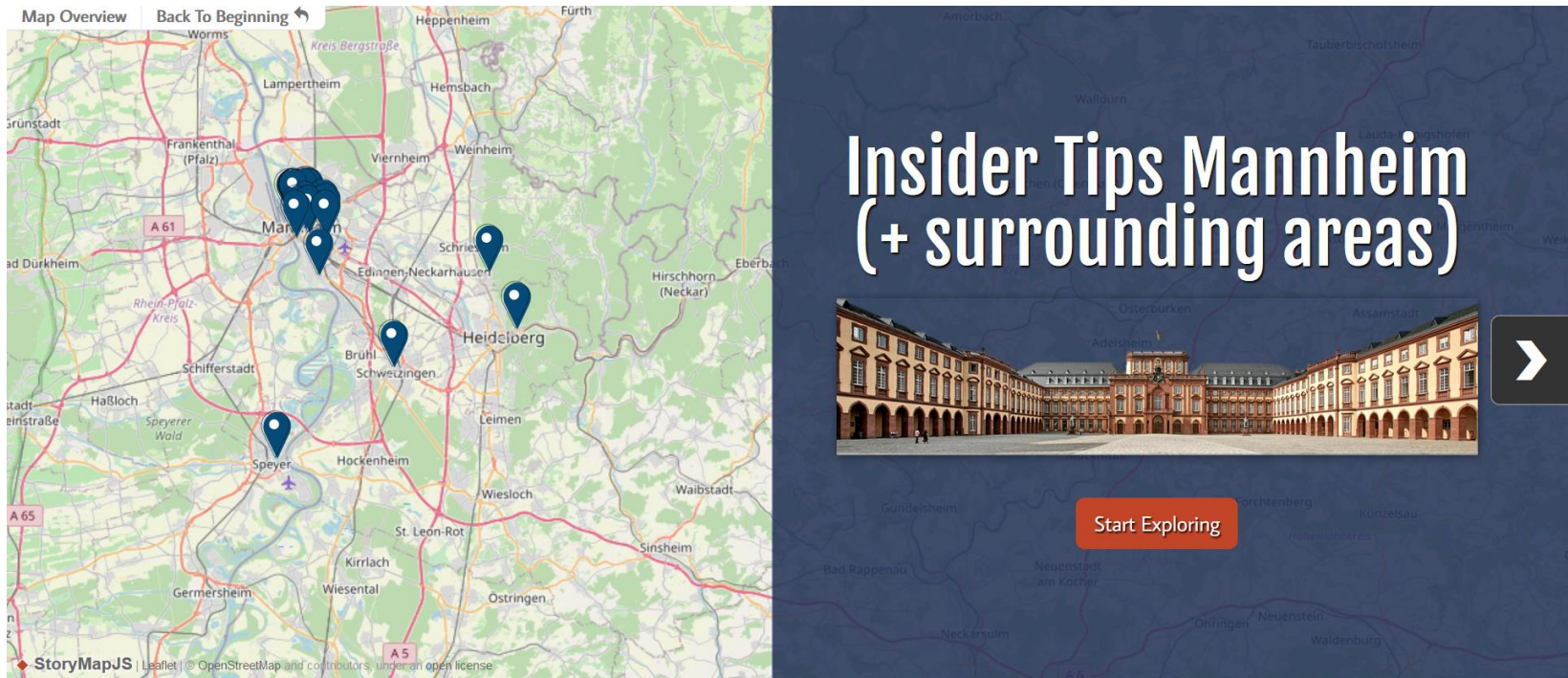
 15

 17

What to do in Jungbusch



Insider Tipps



Find our interactive map [here](#).

Follow us on Instagram!

@io_unimannheim



You are more than welcome to tag us in your instagram posts using the hashtag #unimaexchange. We are excited to see what adventures you will get up to!



Stay tuned for our #incomingfridays with useful tips for the weekends, photo contests and a lot more



Download this presentation (PDF):



**HAVE A GREAT TIME AT THE
UNIVERSITY OF MANNHEIM!**



Questions?

Book an
appointment for a
virtual consultation
[here](#).

Do not hesitate to contact us
incomings@uni-mannheim.de

Team International Exchange Students



Nadja Kindinger

Team Coordinator / Advisor for
International Exchange
Students



Julia Schätz

German Language Courses
Coordinator and
Accommodation Officer for
International Exchange
Students



Christina Meder

Admissions Officer for
International Exchange
Students

