Welcome to the University of Mannheim!
Orientation Session by the International Office

Team International Degree-Seeking Students
# StudyCheck Award 2023 – 2. Most Popular University in Germany

## Gesamtranking 2023 in Deutschland

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<th>Hochschule/Universität</th>
<th>Bundesland</th>
<th>Scorewert</th>
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<tr>
<td>1</td>
<td>Hochschule Hof&lt;br&gt;University of Applied Sciences</td>
<td>🇩🇪</td>
<td>9.16</td>
</tr>
<tr>
<td>2</td>
<td>Uni Mannheim&lt;br&gt;Universität Mannheim</td>
<td>🇩🇪</td>
<td>9.12</td>
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<tr>
<td>3</td>
<td>Hochschule Reutlingen&lt;br&gt;Reutlingen University</td>
<td>🇩🇪</td>
<td>9.08</td>
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<tr>
<td>4</td>
<td>HdM – Hochschule der Medien Stuttgart</td>
<td>🇩🇪</td>
<td>9.06</td>
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<tr>
<td>5</td>
<td>KU Eichstätt-Ingolstadt&lt;br&gt;Katholische Universität Eichstätt-Ingolstadt</td>
<td>🇩🇪</td>
<td>9.03</td>
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Contacts for International Students
International Office
Team for International Degree-Seeking Students

We are happy to assist you!

degreeseekings@uni-mannheim.de

International Office - University of Mannheim
Phone: +49 621 181-1155
www.uni-mannheim.de/degreeseekings

Angela Dörflinger
Solrun Graham-Parker
Miriam Kucher
The International Office

International Office in L1,1 (entrance B, first floor)
Team Degree-Seekings: room 108, room 109

Open office hours: Tuesdays 9 – 11 a.m.


Express Service in L1,1 (entrance A, ground floor)

Opening hours: Monday - Thursday: 9:30 a.m. – 12:00 p.m.
Tuesday: 2:00 p.m. – 4:00 p.m.

For more information on their services, please see https://www.uni-mannheim.de/en/academics/during-your-studies/student-services/express-service/
The International Office

Services for international students

- Support during enrollment
- Assistance with any arising questions and problems during your studies
- Support with visa related issues
- Organisation/support study abroad semester
- Support for a smooth transition into the (German) job market
- Various events
Student Services (Studienbüros)

Administrative issues regarding your studies

- Registration for exams
- Transcript of Records
- Application for semester abroad/leave of absence
-Issuing of certificates
- Registration for each semester and dis-enrollment

→ Most of these services are available on Portal²!
Coordinators at the Schools

- Study-related counselling and advice
- Assistance with putting together timetables
- Contact person (Program Manager) at each school
  - Please check out the websites of the schools for more information:

  - **Business School**  [www.bwl.uni-mannheim.de](http://www.bwl.uni-mannheim.de)
  - **Social Sciences**  [www.sowi.uni-mannheim.de](http://www.sowi.uni-mannheim.de)
  - **School of Humanities**  [www.phil.uni-mannheim.de](http://www.phil.uni-mannheim.de)
  - **Economics**  [www.vwl.uni-mannheim.de](http://www.vwl.uni-mannheim.de)
  - **Business Mathematics/ Business Informatics**  [www.wim.uni-mannheim.de](http://www.wim.uni-mannheim.de)
  - **Law**  [www.jura.uni-mannheim.de](http://www.jura.uni-mannheim.de)
To Dos After Your Arrival
To Dos After Your Arrival

Enrollment

✓ Valid visa
✓ All fees paid
✓ German address entered in Portal2 (please enter this yourself)
✓ M10 (health insurances information) in Portal2

The following documents must be submitted:

• **Portal2** (electronic transmission): Proof of health insurance coverage with a statutory health insurance provider or exemption from compulsory insurance, transmitted to electronically

• **Application Portal**: Visa or residence permit (if required), via upload in the Application Portal
Residents’ Registration Office (Einwohnermeldeamt)

- Registration for the city of Mannheim within 2-4 weeks – if possible – after arrival or as soon as you have a place of residence!

**To Dos After Your Arrival**

- Passport/national ID
- Landlady’s/-lord’s confirmation of residence (Wohnungsgeberbestätigung)
- Registration form (available at K7 or online)

**Which documents are necessary?**

**Who to contact?**

- Residents’ Registration Office in K7 (ground floor)
- Make an appointment
- Opening hours (no appointment)
  - Tue, Wed, Fri: 8 a.m. – noon
Foreigners‘ Office (Ausländerbehörde)

- After registration at the Residents‘ Registration Office (K7)
- Citizens of the following countries:
  - Australia
  - Brazil
  - Canada
  - El Salvador
  - Israel
  - Japan
  - New Zealand
  - South Korea
  - UK
  - USA

- Processing time: 4 to 6 weeks
  → First: Submit all required documents to K7
  → Then: Book an appointment

- Contact information, opening hours and necessary documents on Portal²

IMPORTANT FOR YOUR LEGAL STATUS IN GERMANY, DO NOT FORGET!
Many banks charge no fees for student bank accounts
e.g. Deutsche Bank, Postbank

Some banks also have free accounts for everyone
→ you will not be charged when you graduate

You will be able to open a German bank account after you have ...

1. ... registered your address and ...

2. ... acquired your Tax ID number (Steueridentifikationsnummer) from the local Tax Authority (Finanzamt)
→ You can usually get this from the desk at the Tax Authority three days after you have registered your address.
The University of Mannheim
The University of Mannheim

- About 12,000 students
- Almost 200 full professors and 840 teaching/research assistants
- One of the leading universities in Business, Economics and Social Sciences
- Triple-accreditation by AACSB, AMBA, EQUIS
- Top ranking results (CHE, Financial Times, Handelsblatt)
- Founded in 1907 as College of Commerce
- Most Schools are housed inside the Mannheim Palace, the largest Baroque Palace in Germany
The Schools of the University

- Business School (approx 4,000 students)
- School of Humanities (approx 3,000 students)
- School of Social Sciences (approx 1,600 students)
- School of Law (approx 1,300 students)
- School of Economics (approx 900 students)
- School of Business Mathematics & Business Informatics (approx 1,200 students)
## The Academic Calendar

### Fall Semester 2023

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>1 August 2023 – 31 January 2024</td>
</tr>
<tr>
<td>Re-Registration</td>
<td>1 May 2023 – 15 June 2023</td>
</tr>
<tr>
<td>Lecture Period</td>
<td>4 September 2023 – 8 December 2023</td>
</tr>
<tr>
<td>Examination Period</td>
<td>9 December 2023–22 December 2023</td>
</tr>
<tr>
<td>Alternate examination dates</td>
<td>3 February 2024–10 February 2024</td>
</tr>
</tbody>
</table>

### Spring Semester 2024

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>1 February 2024–31 July 2024</td>
</tr>
<tr>
<td>Re-Registration</td>
<td>15 October 2023–1 December 2023</td>
</tr>
<tr>
<td>Lecture Period</td>
<td>12 February 2024–31 May 2024</td>
</tr>
<tr>
<td>Easter Break</td>
<td>25 March 2024–5 April 2024</td>
</tr>
<tr>
<td>Examination Period</td>
<td>3 June 2024–15 June 2024</td>
</tr>
<tr>
<td>Alternate examination dates</td>
<td>24 August 2024–31 August 2024</td>
</tr>
</tbody>
</table>
## Lecture Times

<table>
<thead>
<tr>
<th>Time</th>
<th>8.30 – 10.00 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>10.15 – 11.45 a.m.</td>
</tr>
<tr>
<td>B3</td>
<td>12.00 – 1.30 p.m.</td>
</tr>
<tr>
<td>B4</td>
<td>1.45 – 3.15 p.m.</td>
</tr>
<tr>
<td>B5</td>
<td>3.30 – 5.00 p.m.</td>
</tr>
<tr>
<td>B6</td>
<td>5.15 – 6.45 p.m.</td>
</tr>
</tbody>
</table>
Study Organisation
Types of Courses

- Vorlesung → Lecture
- Übung → Exercise
- Tutorium → Tutorial
- Seminar
Study Organization

**PORTAL²**
Course information and course registration, exam registration, grades

**ILIAS**
Learning management portal, learning material, learning groups

**Login Data**
application portal login data for initial login.
After enrollment use new Uni Mannheim user name and change your password!

- https://portal2.uni-mannheim.de/
- https://ilias.uni-mannheim.de/
Course catalogue

- List of all offered courses on Portal²:
  
  https://portal2.uni-mannheim.de

- If you have any questions, please contact your departmental advisors at your school.

- Please visit the information session offered by the schools.

→ More details on the schools’ websites and on Portal²
Exams

Examination period: 9 December – 22 December 2023

Registration

- Online registration for ALL exams (incl. oral exams, papers, presentations) is compulsory
- Regardless of course registration

Registration Period

- All schools
  - 25 October - 8 November 2023

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

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

Re-registration

- Spring Semester 2024:  
  15 October–1 December 2023

- You are re-registered automatically by paying the semester contribution and administrative fees of € 204,30

- Tuition fees for non-EU Students: € 1,500

- Payments are made via bank transfer (don’t forget to include your student ID number!)

⚠️ You will be charged 20 € if you miss the deadline!
## Grading System

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
<th>ECTS-Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,0 - 1,5</td>
<td>excellent</td>
<td>A - excellent</td>
</tr>
<tr>
<td>1,6 - 2,0</td>
<td>very good</td>
<td>B - very good</td>
</tr>
<tr>
<td>2,1 - 2,5</td>
<td>good</td>
<td>C - good</td>
</tr>
<tr>
<td>2,6 - 3,5</td>
<td>satisfactory</td>
<td>D - satisfactory</td>
</tr>
<tr>
<td>3,6 - 4,0</td>
<td>sufficient</td>
<td>E - sufficient</td>
</tr>
<tr>
<td>4,1 - 5,0</td>
<td>fail</td>
<td>F – fail</td>
</tr>
</tbody>
</table>

(mit Erfolg) bestanden  
(passed (successfully))

(regelmäßig) besucht  
(attended (regularly))
A few general remarks...

• Be aware of office hours
• Arrive on time

You can contact lecturers and staff via e-mail

– 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
ecUM: your Student ID Card

Where can I get it?

- Upload a photo on Portal²
- Your ecUM card will be sent to your German address saved on Portal²

What is it for?

- Payment method on campus (cafeteria, copy machines, washing machines & driers)
- “Autoload”: activated at the Infothek (Mensa)
- Autoload available with European debit card

Make sure that your postal/semester address in Germany is correct on Portal² and that your mailbox has your name on it!

If you have problems with your ecUM, please contact the staff at the InfoCenter! ecum@uni-mannheim.de
University Email Account

- You can view your email-address via the user administration at [https://admdx.uni-mannheim.de/login.php?lang=en](https://admdx.uni-mannheim.de/login.php?lang=en)
- Information and access to university mail account at [https://exchange.uni-mannheim.de/](https://exchange.uni-mannheim.de/)

Support with access to internet on campus and mail account: [itsupport@uni-mannheim.de](mailto:itsupport@uni-mannheim.de)

Check your university account regularly!

Issues with certain e-mail accounts

Due to issues with certain private e-mail accounts sometimes e-mails from the University of Mannheim are not delivered (Outlook, Hotmail) or are delivered to the spam folder (Gmail). Please check your spam folder regularly!
Central Facilities on Campus
University Libraries

1. **Departmental libraries**
   - Specific literature
   - Not possible to borrow books

2. **Main University Library (UB)**
   [www.bib.uni-mannheim.de](http://www.bib.uni-mannheim.de)
   - Order books online and pick them up the next day

3. **Mediathek in A3**
   - Movies, language courses, international news
   - Not possible to borrow media

4. **Courses and Tutorials**
   - Improve your research skills and information literacy
   - Get useful tips for academic writing
University Libraries

Library Tour on Campus

Library tour Central Lending Library
Thursday, 31 August, 10:15 a.m.

Library tour subject libraries
Wednesday, 6 September, 10:15 a.m.

Library tour Central Lending Library
Thursday, 14 September, 1:45 p.m.

Digital Library Tour (45 minutes)
Get to know Mannheim University Library and the most important library services
https://www.bib.uni-mannheim.de/en/services/courses-and-tutorials/guided-tours/
University Libraries

Study Skills
The 45-minute online courses take place on Tuesdays at 12:30 p.m. during the semester and are offered in German and English.
https://www.bib.uni-mannheim.de/en/services/courses-and-tutorials/study-skills/

Data Literacy Essentials
This course series provides you with tips on working with research data.

Find out about the program now and register for the online courses in Portal2.

https://blog.bib.uni-mannheim.de/Aktuelles/?p=25809
Studium Generale of the Service & Marketing GmbH

- Foreign language courses (also German) and IT courses
  - German knowledge necessary for foreign language courses

- German courses available from A1 to C1
- Reduced price for students: 69€ for entire semester
- No ETCS credits!
- More information and online registration at

  www.studiumgenerale.uni-mannheim.de

⚠️ First come, first served!
Central facilities on Campus

Food on Campus

- **MENSARIA**
  - Food To-Go
  - Dine In

- **MENSA WAGON – EHRENHOF**
  - Coffee & Food To-Go

- **Greenes²**
  - Food To-Go
  - Dine In

**Opening hours Mensaria:**
Mon – Thu  11:30 a.m. – 2:15 p.m.
Fri       11:30 a.m. – 2:00 p.m.

**Opening hours Mensa Wagon:**
Mon – Fri  8.00 a.m. – 3.00 p.m.

**Opening hours greenes²:**
Mon – Fri  11.00 a.m. – 2.30 p.m.
Central facilities on Campus

Public Transportation

- Imprint on ecUM available at terminals
- From 7 p.m. and on weekends free transportation
- VRN-Jugendticket: EUR 365.00 per year
- Deutschlandticket: EUR 49.00 per month
- Semesterticket for over 27 year old’s
  - EUR 185.00 (valid for 6 months)
    - Within a radius of about 50 km in the Rhein-Neckar-Region
Step by Step

Contact: stepbystep@uni-mannheim.de
Web: www.uni-mannheim.de/stepbystep
Your Way into the German Job Market

How do I find a part-time job?
What is a job-seeking visa and how do I get it?
How do I prepare application documents?
How do I get in touch with companies in the region?

Contact: stepbystep@uni-mannheim.de
Events

- Special Events
- Intercultural Training
- Company Visits
- Information Session on Working in Germany
- Intensive Application Training
- International Alumni Night

Register via e-mail!
Upcoming Events

**Information Session with the Federal Employment Agency**
Mid-October

**International Alumni Night**
24 October
Study Abroad
www.uni-mannheim.de/studyabroadfair
If you want to study abroad, you need to do three things:

1. Read the „Special Requirements for International Students from Mannheim“

2. Visit the Information Sessions on Studying Abroad via Zoom

3. Make an individual appointment with the study abroad advisors BEFORE YOUR APPLICATION!
Life in Mannheim
Student organizations

- ESN Visum
- AStA Uni Mannheim – Student Union

→ Learn more about them at the Welcome Reception on Friday!

For further information: https://www.uni-mannheim.de/en/campus/student-organizations-and-departmental-student-committees/student-organizations/
Anti-Discrimination

In case you ever experience discrimination at the University of Mannheim or in the city of Mannheim because of your gender, origin, religious affiliation, disability or sexual orientation.

Please consider a personal consultation with:

Department of Equality and Social Diversity

[Images of Ute Pfründer, Dipl.-Psych. and Alexandra Raquet, Director]


![Warning]

Your concerns, your data, and the discussions are subject to confidentiality. Everything is treated as strictly confidential and no action will be taken without your consent.
Insider Tipps

Find our interactive map [here](#).
Personal safety

Emergency number for the police, fire brigade, and ambulance anywhere in Europe: 112

- If you ever feel unsafe, 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!)
Living in Germany
Living in Germany

- Garbage sorting
  Organic, recycling, paper, other, plus glass deposits

- House rules
  Quiet times

- ‘GEZ’ license fee for public radio, TV etc. (Rundfunkbeitrag)
  One person per housing unit
Licence Fee ‘GEZ‘

= Public Broadcasting Fee

- 18.36 € 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
Who or what is typical for Germany?
Welcome Reception by the International Office

Friday, 1 September 2023, 4 p.m.

Meeting point: A3
Social Media

Internationale Studierende und Alumni

International Office Uni Mannheim
Have a great time at the University of Mannheim!

Your Team for International Degree Seeking Students
Questions?

Do not hesitate to contact us.

For consultation hours click [here](mailto:degreeseekings@uni-mannheim.de)

degreeseekings@uni-mannheim.de

International Office – University of Mannheim
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68161 Mannheim
www.uni-mannheim.de/aaa