

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

Platz 1		Hochschule Hof University of Applied Sciences	Bundesland 	Scorewert 9.16 ●
Platz 2		Uni Mannheim Universität Mannheim	Bundesland 	Scorewert 9.12 ●
Platz 3		Hochschule Reutlingen Reutlingen University	Bundesland 	Scorewert 9.08 ●
Platz 4		HdM - Hochschule der Medien Stuttgart	Bundesland 	Scorewert 9.06 ●
Platz 5		KU Eichstätt-Ingolstadt Katholische Universität Eichstätt-Ingolstadt	Bundesland 	Scorewert 9.03 ●

Overview

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Contacts for International Students

International Office

Team for International Degree-Seeking Students



Angela
Dörflinger

Solrun
Graham-Parker

Miriam
Kucher

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

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.

Appointments for consultation / counselling:

<https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/virtual-consultation-int-degree-seeking-students/>



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
 - Social Sciences www.sowi.uni-mannheim.de
 - School of Humanities www.phil.uni-mannheim.de
 - Economics www.vwl.uni-mannheim.de
 - Business Mathematics/
Business Informatics www.wim.uni-mannheim.de
 - Law www.jura.uni-mannheim.de

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!

Which documents are necessary?

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

Who to contact?

- Residents' Registration Office in K7
(ground floor)
- Make an appointment
 - online: <https://tempus-termine.com/termine/index.php?anl agenr=36> („Meldeangelegenheiten” – “An- und Abmeldungen eines Haupt- oder Nebenwohnsitzes”)
- 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



Get your residence permit within 90 days after entering the EU

- 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!

Opening a German bank account

- 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

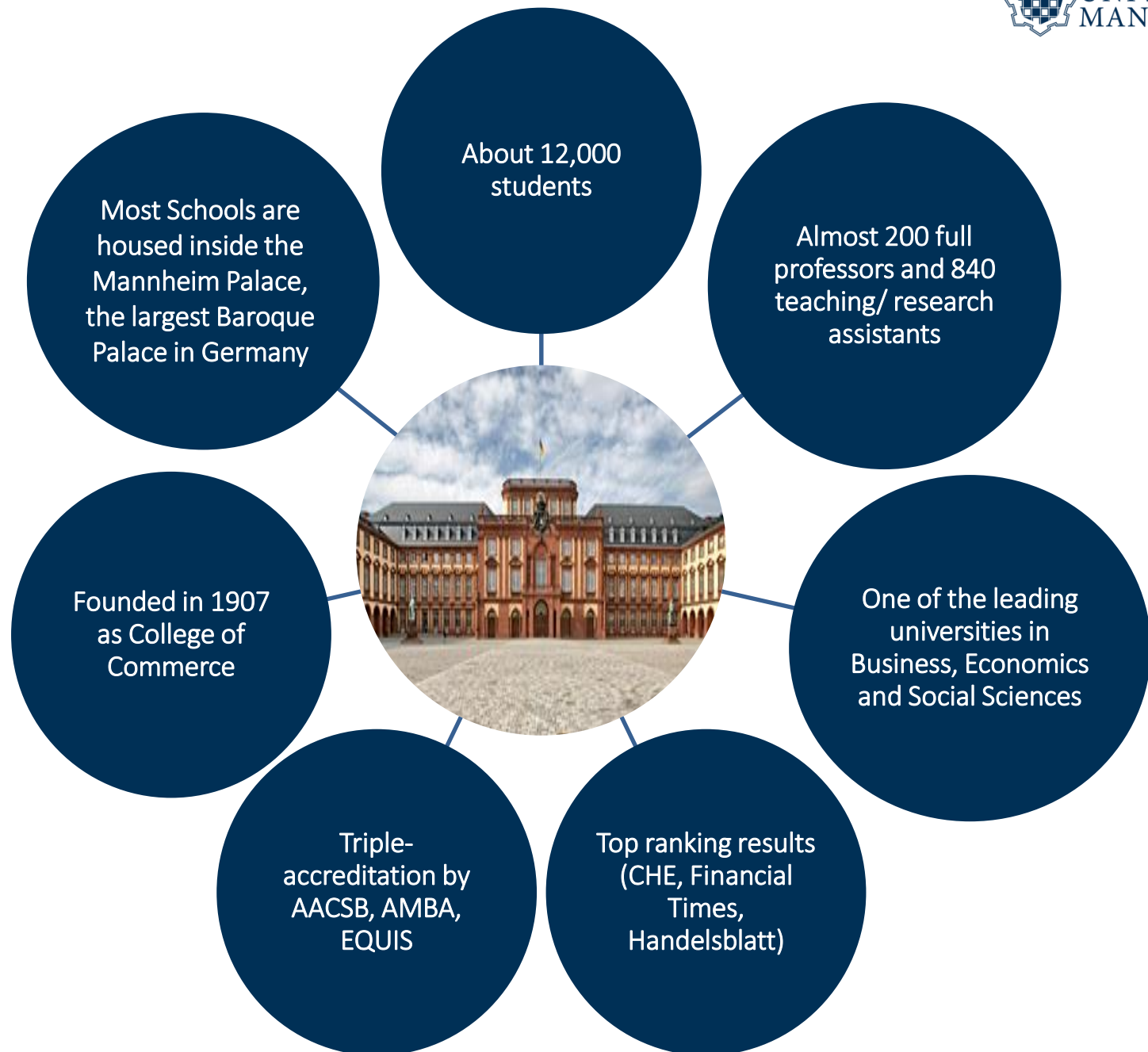
... registered your address and ...

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.

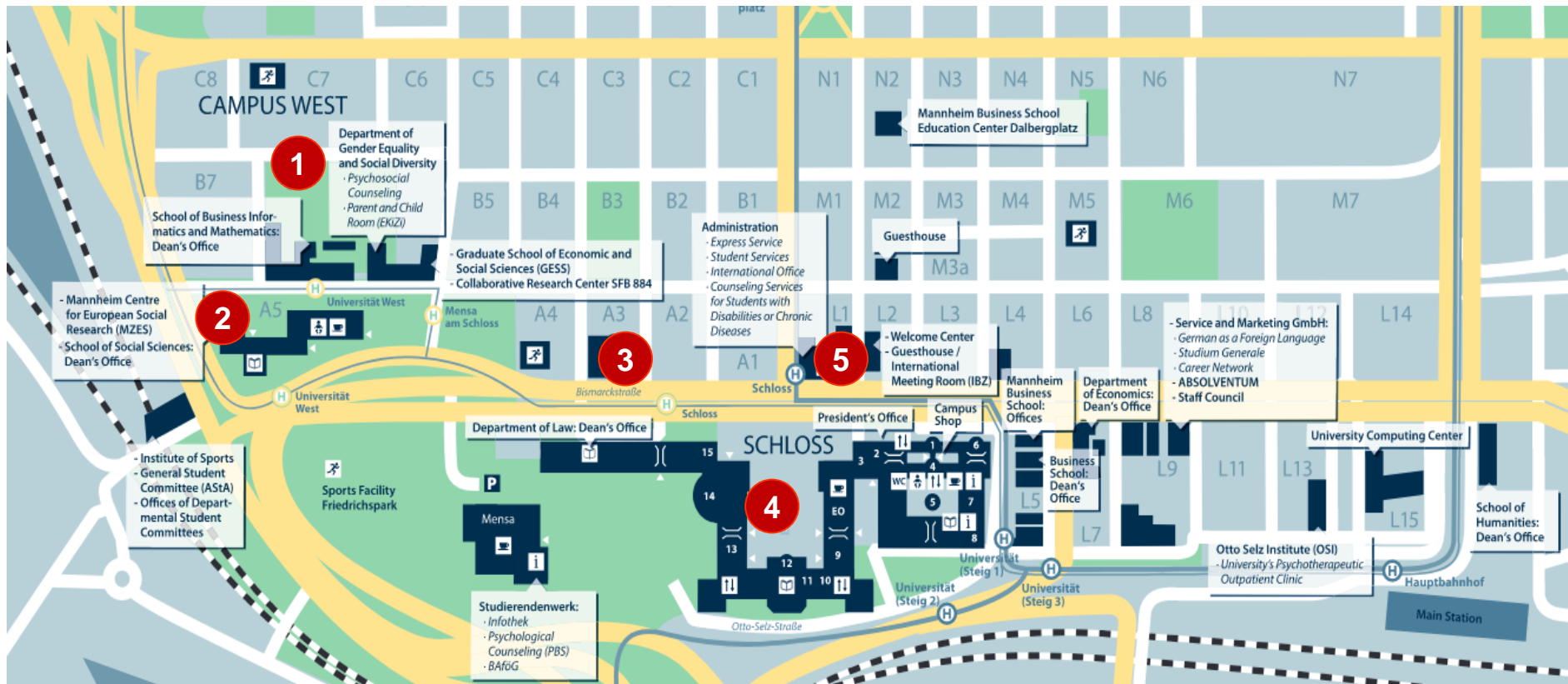
The University of Mannheim



The 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 Campus



1 Building B6

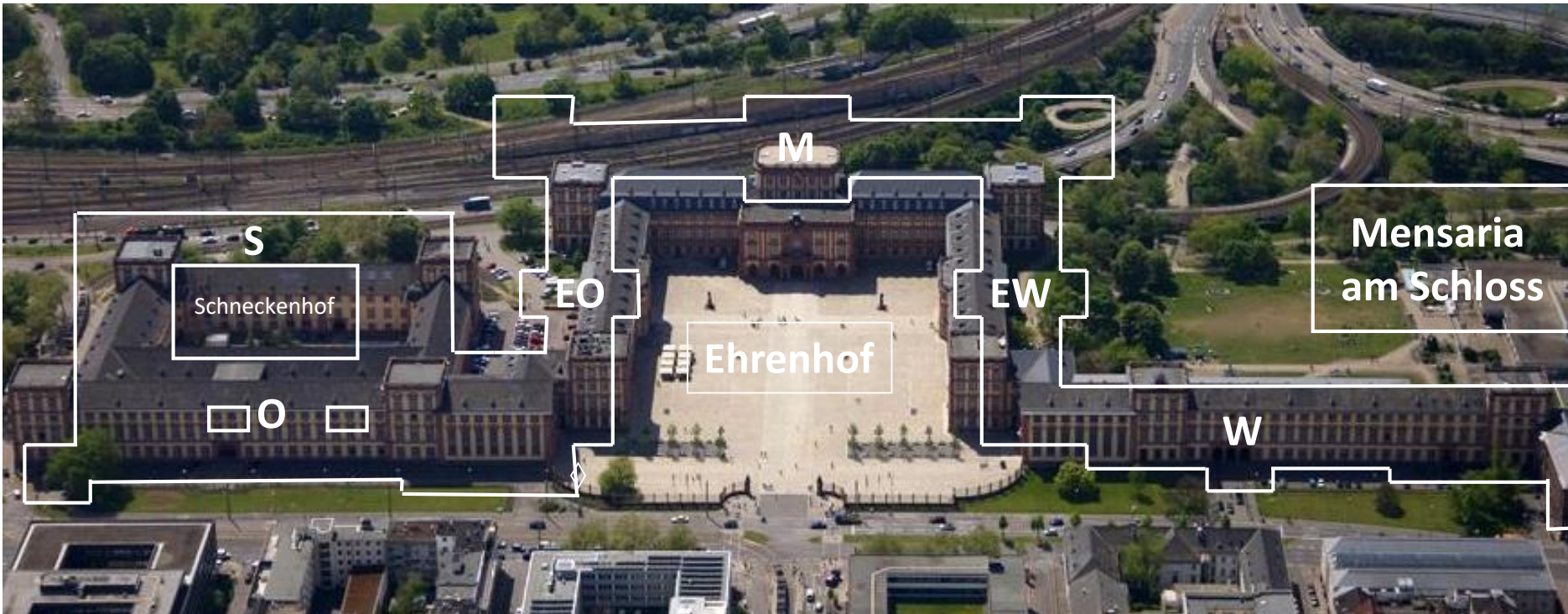
3 Lecture Hall
& Library A3

5 Express Service
Student Services
International Office

2 Building A5

4 Palace

Palace



The Academic Calendar

Fall Semester 2023



Semester: 1 August 2023 – 31 January 2024

Re-Registration: 1 May 2023 – 15 June 2023

Lecture Period: 4 September 2023 – 8 December 2023

Examination Period: 9 December 2023–22 December 2023

Alternate examination dates: 3 February 2024–10 February 2024

Spring Semester 2024

Semester: 1 February 2024–31 July 2024

Re-Registration: 15 October 2023–1 December 2023

Lecture Period: 12 February 2024–31 May 2024

Easter Break: 25 March 2024–5 April 2024

Examination Period: 3 June 2024–15 June 2024

Alternate examination dates: 24 August 2024–31 August 2024



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.

Study Organisation

Types of Courses

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



PORTAL²

Course information and
course registration, exam
registration, grades

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/>



ILIAS

Learning management
portal, learning material,
learning groups

Login Data

same as Portal²

<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

Please note: some courses
may have a different
registration period
**MMM: 20 September - 4
October 2023**

Registration

- ⑩ Online registration for ALL exams (incl. oral exams, papers, presentations) is compulsory
- ⑩ Regardless of course registration

Registration Period

- ⑩ All schools
- ⑩ 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.

<https://www.uni-mannheim.de/en/academics/during-your-studies/examinations/taking-an-examination/exam-registration-and-change-in-registration/>

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

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)	

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?

- ⑩ Payment method on campus (cafeteria, copy machines, washing machines & driers)
- ⑩ “Autoload”: activated at the Infothek (Mensa)
- ⑩ → 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>
- Information and access to university mail account at <https://exchange.uni-mannheim.de/>



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



User name:

Password:

 sign in

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



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.

<https://www.bib.uni-mannheim.de/en/services/courses-and-tutorials/data-literacy-essentials/>

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

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!

Food on Campus

- **MENSARIA**

- 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.

- **MENSA WAGON – EHRENHOF**

- Coffee & Food To-Go

Opening hours Mensa Wagon:

Mon – Fri 8.00 a.m. – 3.00 p.m.

- **Greenes²**

- Food To-Go
- Dine In

Opening hours greenes²:

Mon – Fri 11.00 a.m. – 2.30 p.m.

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



Bundesagentur für Arbeit
Agentur für Arbeit Mannheim

Your Way into the German Job Market

How do I find a
part-time job?

How do I prepare
application
documents?

What is a job-seeking
visa and how do I get
it?

How do I get in touch
with companies in
the region?

Events



→ Register via e-mail!



Upcoming Events

Information Session with the Federal Employment Agency

Mid-October



International Alumni Night

24 October



Study Abroad



19. September
**Study Abroad
Fair 2023**

Die Messe zum
Auslandsstudium

[www.uni-mannheim.de/
studyabroadfair](http://www.uni-mannheim.de/studyabroadfair)

Study Abroad

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



[Ute Pfründer](#), Dipl.-Psych.



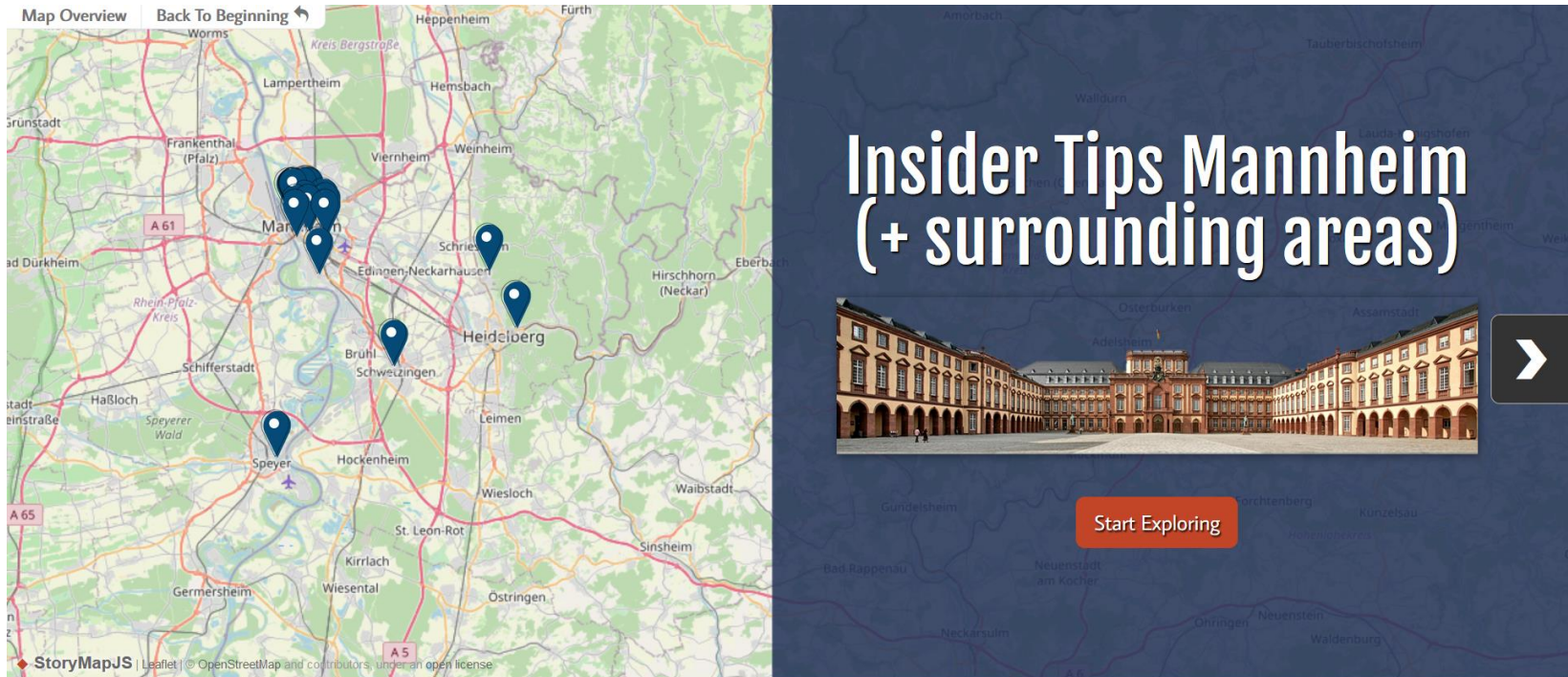
Alexandra Raquet, Director

<https://www.uni-mannheim.de/en/gender-equality-and-equality-opportunity/counseling/anti-discrimination>



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:



- 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!)

SICHER DURCH
MANNHEIM²
MIT DEM FRAUEN-
NACHTTAXI

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

ICH BIN EIN
 **FRAUEN
NACHT
TAXI**

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



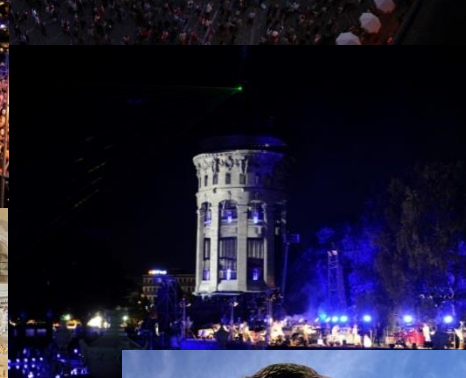
Shared flats benefit in particular:
e.g. four people sharing a flat only pay one fee in total

Who or what is typical for Germany?









Welcome Reception by the International Office

Friday, 1 September 2023, 4 p.m.

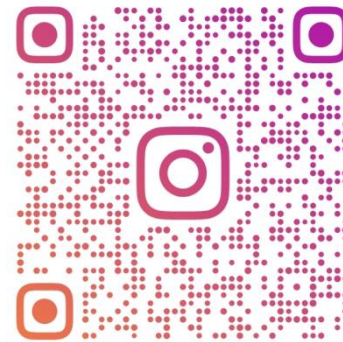
Meeting point: A3



Social Media



Internationale
Studierende und Alumni



IO_UNIMANNHEIM



International Office
Uni Mannheim

The background of the slide is a wide-angle photograph of the University of Mannheim's main courtyard. The courtyard is paved with light-colored cobblestones and is surrounded by a large, multi-story building with a red-tiled roof and many windows. The sky is blue with scattered white clouds.

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](#)

degreeseekings@uni-mannheim.de

International Office – University of Mannheim

L 1,1 Room 108/109

68161 Mannheim

www.uni-mannheim.de/aaa