



UNIVERSITY
OF MANNHEIM

GESS – Graduate School of
Economic and Social Sciences

CDSE Info Booklet 2025/26

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Information as of May 2025

1. General Overview

1.1. Graduate School of Economic and Social Sciences

Welcome! [GESS](#) is a central research institution of the [University of Mannheim](#). All GESS faculty is anchored at the department or school level of the university, making the professors full members of the respective departments or schools.

GESS integrates the disciplines of business, economics and social sciences into a coherent curriculum, making it one of the few graduate schools worldwide that foster the exchange of ideas, methods and research-approaches across the boundaries of economic and social sciences. It comprises

- the [Center for Doctoral Studies in Business \(CDSB\)](#)
- the [Center for Doctoral Studies in Economics \(CDSE\)](#)
- the [Center for Doctoral Studies in Social and Behavioral Sciences \(CDSS\)](#)

The graduate school is characterized by a joint focus on empirical and quantitative methods and their applications in the respective disciplines. Within this framework, the GESS has established an internationally competitive structured doctoral program contributing to the strong scientific reputation of the University of Mannheim. Former GESS students have taken up (assistant) professorships and post-doc positions at internationally leading academic institutions as well as positions in renowned international organizations and in the private sector.

The GESS is governed by the [GESS Board of Directors](#) and advised by a number of additional committees and boards.

1.2. Center for Doctoral Studies in Economics

The Center for Doctoral Studies in Economics (CDSE) administers the doctoral program at the [Department of Economics](#). The doctoral program is taught and administered in English.

[More than twenty full-time senior faculty members and numerous junior faculty members](#) are engaged in a variety of research projects at the frontiers of their fields, covering micro- and macroeconomics, econometrics, statistical methods, labor economics, industrial organization, financial economics, public economics, economic history and international trade. Research at the department is supported by large institutional grants from the German Research Foundation (DFG) and from European Union research and training grants. Additional funds are obtained from numerous other public and private institutions.

The Department of Economics maintains many institutional contacts to universities and research institutions. In addition, important research centers are located at Mannheim and are associated with the Department:

- The [Center for European Economic Research \(ZEW\)](#) which is one of the leading institutes in the field of applied economic research in Europe. It focuses on internationally comparative issues in the European context and maintains a number of important databases.

- The collaborative research center on “Economic Perspectives on Societal Challenges: Equality of Opportunity, Market Regulation, and Financial Stability” is financed by the German Research Foundation (DFG) and deals with equal opportunities, market regulation in the context of consumer rights and the reduction of environmental pollution as well as with the regulation of financial markets and its impacts on society.

1.3. The CDSE and YOU

There are several important contact persons for you. Your contact persons for academic questions are your **mentor** (assigned at the beginning of the program, his or her name can be found on your milestones document), your supervisor(s) after the second year and the **Academic Director** of the CDSE.

The academic director represents the CDSE in the GESS Board of Directors and on the external level. He or she is elected by the graduate school members of the economics department. He or she is responsible for the content of the doctoral program and educational aspects of the program. Furthermore, he or she provides a vision for the improvement and further development of the program curricula. The current Academic Director is [Prof. Michelle Sovinsky, PhD](#).

The **CDSE center managers** are responsible for all administrative aspects of the program. They are responsible for the smooth running of the program and serve as contact persons for all student concerns regarding study regulations, scholarships, transcripts, exchange programs, and course registration. Furthermore, the Center Managers are responsible for the timetables of the program. You can contact Kristina Kadel and Caroline Mohr by e-mail cdse.gess@uni-mannheim.de, phone 1751 or personally in B6, 30-32, room 249, should you have any questions regarding the program that are not of a purely academic nature. You can also contact our GESS team assistant [Marion Lehnert](#) (gess.office@uni-mannheim.de; ext. 2034; B6, 30-32, room 253).

Currently, there are three **student representatives** at the CDSE. For personal and/or academic questions you feel uncomfortable addressing directly to the academic or administrative leadership, please do not hesitate to get in contact with the student representatives who can then forward your problems and/or complaints anonymously to the CDSE or even the GESS board.

Currently, the CDSE student representatives are

- Konrad Strehl, kostrehl@mail.uni-mannheim.de
- Jiarui Liu, jiarui.liu@students.uni-mannheim.de
- Stefan Leinenbach, stefan.johannes.leinenbach@students.uni-mannheim.de

1.4. The ombudsperson

In case of a conflict between a supervisor and a student, the student can talk to the ombudsperson who treats the student’s request on a confidential basis. The following ombudspersons are available for confidential discussions: [Prof. Dr. Caroline Lusin](#) and [Prof. Dr. Marc Debus](#).

1.5. Social Counseling

The counseling service of the Department of Equal Opportunity and Social Diversity provides advice on the following topics, among others:

- Sexual harassment
- Anti-discrimination
- Observance of the Code of Conduct of the University of Mannheim
- Reconciling family and work

The current social counselor is [Alexandra Zimmermann](#).

1.6. Financial support

For the first year of your studies at the CDSE you will be funded by a scholarship. If you successfully pass the exams in the first two semesters (first semester: GPA of 2.5, second semester: adjusted GPA of 2.5 for 5 out of 6 courses), the financial support will be continued.

CDSE students are usually funded through scholarships for the first two years of the program. During the subsequent three years they are typically funded either 1) by a research assistantship (employment contract) at the University of Mannheim (or GESS affiliated institutions like ZEW), 2) through a continuation scholarship or 3) by external funding.

Scholarships are granted and managed by the GESS: Therefore, the Graduate School is responsible for the administration of this kind of financial support while employment contracts are handled by the Department of Economics and the university administration (human resources).

The CDSE commits to funding students during the first 5 years. The ongoing financial support is conditional on the successful completion of the first year and academic performance in later semesters.

2. The program

The CDSE program stretches over a five-year span. The first two years are designated as the Course Phase consisting of mandatory core courses in the first year and several electives in the second year. At the end of the two-year course phase students must write and hand in a dissertation proposal which will be assessed by their supervisor.

After successfully completing the first two years, students are admitted to the three-year Thesis Writing Phase which is mainly reserved for writing the dissertation but still comprises a few courses. Note that the CDSE only admits students to the thesis writing phase who have achieved a minimum GPA of 2.5 during the core course phase and whose dissertation proposal was accepted.

As early as the second semester of the fourth year, students enter the Placement Phase in which they prepare a job market paper to be presented at international conferences. Mock interviews with faculty members and practice job talks with faculty members will provide useful feedback and academic job market training.



The GESS has set up Milestones for each center which outline the specific tasks and activities that you and your supervisor are expected to perform throughout the five-year program. Your supervisor may have to sign off on Milestones by specific dates. Also, the Center Management of the CDSE will ask you for insight on an annual basis to check on the progress of your studies.

Note that it is the student's responsibility to keep the document and we may ask you in the future to present it to us under specific circumstances (e.g. prolongation of grants etc.).

Students are also asked to refer to the [program and degree regulations](#) for further details.

2.1. Publications

MADOC

Is an online repository for publishing research output created by members of the University of Mannheim. You can publish your research articles electronically by using MADOC. At the same time, MADOC serves as a university bibliography. This means that MADOC provides a permanent record of the research output of the university.

For more information, see here

<https://ub-madoc.bib.uni-mannheim.de/>

Furthermore, we kindly ask you to inform the CDSE Center Management if you recently published a paper so that we can keep track of students' publications.

2.2. Acknowledgement of publications

All published research articles must have a funding acknowledgement in form of a sentence as follows: This work was supported by the University of Mannheim's Graduate School of Economic and Social Sciences.

3. Courses and course requirements

The [CDSE Course Catalog](#) for current semesters (plus an archive of past courses) is available online on the GESS website. Please check it regularly for any changes. In each course, the assessment type may vary and is to be determined by the respective lecturer.

3.1. Registration

Registration is needed both for courses *and* for exams within the specific registration periods. Registration is possible in [Portal2](#). For convenience, the [course catalog](#) on the GESS website also lists all courses available in the current semester, as well as an archive of past courses.

3.2. Course requirements

In the first year, students must take compulsory courses in Mathematics, Microeconomics (I-III), Macroeconomics (I-III) and Econometrics (I-III).

The first semester starts with Mathematics (E700) during the first five weeks of the semester (the exam for E700 will be held in week 6). From week 7 onwards, students take Advanced Microeconomics I (E701), Advanced Macroeconomics I (E702) and Advanced Econometrics I (E703). In the second semester, students take Advanced Microeconomics II (E801), Advanced Macroeconomics II (E802) and Advanced Econometrics II (E803), followed by Advanced Microeconomics III (E804), Advanced Macroeconomics III (E805) and Advanced Econometrics III (E806).

In the second year, students attend several elective field courses (40-46 ECTS credit points) and hand in their dissertation proposal at the end of the second year.

From the second year onwards, students are required to participate in the weekly [CDSE Seminar](#), where they are supposed to present and act as discussant at least once in the third and subsequent years, and participate in the [Departmental Seminar](#). The department's faculty seminar is among the best in Europe and every CDSE student should be eager to learn from the distinguished visitors, even if it is not his/her field of specialization.

In the third year students take the program's English Academic Writing course (3 ECTS credit points), a bridge course (5 ECTS) in the [Center for Doctoral Studies in Business \(CDSB\)](#) or the [Center for Doctoral Studies in Behavioral and Social Sciences \(CDSS\)](#) as well as two research seminars that support thesis writing (10 ECTS).

Apart from these minimum course requirements after the second year, the third, fourth and fifth year of the program mainly consist of writing the doctoral thesis.

Admission and allocation of mentor							
Year 1 (fall)	Core: Mathematics		Core: Advanced Microeconomics I		Core: Advanced Macroeconomics I	Core: Advanced Econometrics I	
Year 1 (spring)	Core: Advanced Microeconomics II	Core: Advanced Macroeconomics II	Core: Advanced Econometrics II	Core: Advanced Microeconomics III	Core: Advanced Macroeconomics III	Core: Advanced Econometrics III	
Advancement to Elective Course Phase							
Year 2 (fall)	Electives				Research Seminar	CDSE Seminar	Faculty Seminar
Year 2 (spring)	Electives	Dissertation Proposal			Research Seminar	CDSE Seminar	Faculty Seminar
Dissertation proposal (to be accepted by admissions committee)							
Year 3 (fall)	English Academic Writing	Work on Thesis			Research Seminar	CDSE Seminar	Faculty Seminar
Year 3 (spring)	Bridge Course	Work on Thesis			Research Seminar	CDSE Seminar	Faculty Seminar
Summer and Conference Workshops							
Year 4 (fall)	Work on Thesis				Research Seminar	CDSE Seminar	Faculty Seminar
Year 4 (spring)	Work on Thesis				Research Seminar	CDSE Seminar	Faculty Seminar
Summer and Conference Workshops							
Year 5 (fall)	Work on Thesis / Job Market Preparation				Research Seminar	CDSE Seminar	Faculty Seminar
Submission of thesis and defense (to be accepted by dissertation committee)							

Students decide about their thesis supervisor and topic in their 4th semester. The other members of the doctoral committee may be selected later.

To help new students adjust to their new academic environment, each student is assigned a mentor from the faculty of the Department of Economics at the beginning of the first year. The respective professor will act as a contact person within the department. The mentor will not necessarily be the thesis supervisor.

Students meet their mentor twice a year on their own initiative to report on their progress and discuss possible problems. To confirm continuous contact, the mentor will sign your Milestones document.

3.3. Evaluation

The course registration is a prerequisite for the evaluation of the courses. As we strive to constantly improve the program, we ask all students to carry out evaluations of all courses they attended.

Evaluation is anonymous. A username and password will be sent to students by e-mail after they have registered for their courses.

3.4. Grades

The following grading scheme is used:

1.0	excellent
1.3	
1.7	
2.0	good
2.3	
2.7	
3.0	satisfactory
3.3	
3.7	
4.0	fair/pass
5.0	fail

3.5. Dissertation

Dissertations at the Faculty of Economics usually consist of three original essays in one area, with the aim of submitting these essays to good scholarly journals. However, the classical form of a dissertation (a longer text analyzing one topic in depth) is also possible, with the clear perspective that the contents of the dissertation will be used towards articles to be submitted to scholarly journals. The decision about the form of the thesis is made by the student and the thesis supervisor.

3.6. Studying abroad

The CDSE offers students the opportunity to do part of their doctoral studies abroad at a partner university as part of the ENTER program. The [European Network for Training in Economic Research](#) is a joint initiative of top departments and schools for economics at the following universities:

- [Universitat Autònoma de Barcelona \(Spain\)](#)
- [Université Libre de Bruxelles \(Belgium\)](#)
- [University College London \(Great Britain\)](#)
- [Universidad Carlos III de Madrid \(Spain\)](#)
- [University of Mannheim \(Germany\)](#)
- [University of Stockholm / Stockholm School of Economics \(Sweden\)](#)
- [Katholieke Universiteit Brabant \(Tilburg, Netherlands\)](#)
- [Université des Sciences Sociales de Toulouse \(France\)](#)

The following programs are offered within the ENTER Network

1. **ENTER long-term exchanges:** There are visiting research fellowships available at the nodes of ENTER. The fellowships are for PhD-students who desire to obtain graduate education, or training in research, in economics and its applications at one of the ENTER-nodes. The typical duration of such a stay is one or two semesters during the third or fourth year at the CDSE. The stays are organized within the ENTER network and can be financed upon merit by the network via the CDSE. Selection will be exclusively based on academic excellence. Successful applicants will be treated by the hosting institutions as if they were "regular" PhD-students there.
2. **ENTER exchange seminars:** The ENTER exchange seminar series offers selected students in an advanced stage of their dissertation the possibility to present their work in research seminars at any of the participating universities during a short-term stay. The CDSE seminar in Mannheim regularly hosts two to three external speakers from within the ENTER network every semester.
3. **ENTER jamboree:** ENTER jamborees take place at the beginning of each year (March or April). They serve first, to expose the PhD students to conference format presentations and discussions within a more intimate context than at a large conference; second, to foster the interaction between students and faculty of the different networks, towards student and faculty visits and exchange; and third, to co-ordinate the programs. The slots available for CDSE students are allocated by the ENTER coordinator according to a student's academic standing and his/her participation in the CDSE seminar and ENTER related activities (act as discussant for incoming ENTER speakers etc.).

The ENTER faculty coordinator at the Mannheim node is [Prof. Nicolas Schutz](#). Student coordinators help to organize the ENTER activities.

Also, there is currently a research exchange program with **Yale University** for which CDSE students in higher semesters can apply for. Every year 2-4 students get the chance to take part in the Yale exchange. The CDSE Centre Management sends out a Call for Application at the end of each year via the CDSE email distribution list.

3.7. ENGAGE.EU

[ENGAGE.EU](#) offers various (block) courses at several universities across Europe. ENGAGE.EU is an alliance of leading European higher education institutions from the fields of Economics and Business Administration as well as Social Sciences, dedicated to addressing the societal challenges of our time. Erasmus+ grants are an option to fund these short-term stays (5-30 days). Besides Mannheim, universities within the alliance are: LUISS Rome/Italy, NHH Bergen/Norway, Tilburg University, University of National and World Economy Sofia/Bulgaria, Université Toulouse 1 Capitole Toulouse/France, Vienna University of Economics and Business Vienna/Austria, Universitat Ramon Llull Barcelona/Spain, Hanken School of Economics Vaasa/Finland.

3.8. Travel support

The CDSE encourages students to present their work at international conferences. If their papers are accepted, the CDSE grants financial support for the participation of students at top international (field) conferences (contingent on funds available). Summer schools, workshops and research stays can also be partially reimbursed depending on the approval of the CDSE Academic Director.

The CDSE Travel Support within a fiscal year is subject to the availability of funds reserved for this program. Therefore, we encourage CDSE students to actively seek support from other sources (such as the CRC, advisors, Conference Subsidy Programme from Verein für Socialpolitik, funds of [IDEUM](#) - Internationalization of Doctoral Education @the University of Mannheim or the [Women go abroad](#) mobility grant from University of Mannheim).

Further information on reimbursement rates, reimbursement rules and the reimbursement process can be found on the [CDSE website](#). *(Access for active students with Uni ID and password only)*

4. Working at the GESS

4.1. Office space

All CDSE students (unless otherwise agreed) are provided with a shared office space in the GESS building. Your office is equipped with a desk and cabinet, a whiteboard, a phone and a laptop.

At the start of your first semester, the Center Manager will hand over your office keys. Sometimes a key might not be available right away. If you have further questions, please contact GESS team assistant Marion Lehnert (gess.office@uni.mannheim.de, ☎ extension -2034).

4.2. Office supplies

The GESS provides the following office materials:

- Pencils
- Pencil sharpeners
- Rubber erasers
- Pens (black, blue)
- Flexi fasteners
- Folders
- Plastic folders
- Tray
- Tray sheets
- Whiteboard markers
- Highlighters
- Adhesive tape
- Printer paper
- Ink cartridges
- Rulers
- Note pads
- Staplers
- Hole punchers

If you need office supplies, please refer to the GESS team assistant Marion Lehnert. For any additional supplies you might need, a “Sachkostenbeitrag” is included in your scholarship. Please note: Books for personal use cannot be financed by the GESS.

4.3. Software

For IT related question or to install free-of-charge software on your laptop, please contact our IT administrator Patrick Schmitt: gess.helpdesk@uni-mannheim.de

4.4. Making phone calls

To make an in-house call (within the university), just dial the respective 4-digit number (e.g. -2034 for the GESS team assistant). These calls are free of charge. For external calls please dial:

- 0 for work-related calls followed by the number you wish to call
- 81 private calls followed by the number you wish to call

A monthly invoice for your private calls will be issued by central administration. All official calls are sent to the GESS on a monthly itemized invoice stating all numbers called.

4.5. Sending and receiving mail

- Internal mail: Please use the big brown paper envelopes available from the GESS team assistant. Do not forget to write the center (CSDE) and your name on it as well as the addressee’s name.
- External mail (work-related post only): Please see the GESS team assistant.

- Mail for CDSE students will be delivered by the university's postal service. Always include "Universität Mannheim, GESS" in the address field.

4.6. Research Data Service Center

The goal of the research data service center is to support researchers at the University of Mannheim in generating, preparing, and using data for empirical research. The center provides technical consulting and support for all aspects of research data acquisition, management, analysis and archiving. The thematic focus is on business and social sciences. The [services of the center](#), however, can be used by all employees of the university.

4.7. Libraries

The University Library (also known as "UB" = Universitätsbibliothek) consists of different libraries:

Library	Specialty	Loan period for registered GESS students
Schneckenhof (West entry)	InfoCenter for library, IT and ecUM, stacks library for all disciplines, pick up desk for books from the closed stacks and inter-library loans , Learning Center (group work)	28 days (renewals may be possible)
Schneckenhof (South entry)	Business Studies	One semester (renewals may be possible)
Ehrenhof	Economics , Accounting & Taxation, Law, History, Geography; Training classroom	One semester (renewals may be possible)
A3	Psychology, Psychological tests, Multimedia collection, Languages	One semester (renewals may be possible)
A5	Sociology, Political Science, Mathematics, Informatics	One semester (renewals may be possible)
Ehrenhof West	Textbooks for all disciplines	28 days (no renewals!)

Please check the web page for the current [opening hours](#). All books, journals and databases of the libraries can be searched in the [library catalog](#).

The UB offers introductory sessions for GESS students and courses on citation management tools, authorship workshops, etc. Furthermore, you can use the publication platforms of the library: MADOC for (working) papers and your PhD thesis and MADATA for your research data.

The UB offers introductory sessions for GESS students and courses on citation management tools, author workshops etc. Furthermore, you can use the publication platforms of the library: MADOC for (working) papers and your PhD thesis and MADATA for your research data.

Questions regarding the library can also be addressed to the subject librarian for economics, Ms. [Lorena Steeb](#).

4.8. Open Science Office

The University of Mannheim is committed to transparent and replicable research and encourages these goals through research practices of open science (such as e.g. pre-registration, open data, open materials and open source). The [Open Science Office](#) fosters and supports Open Science approaches of researchers across all academic disciplines at the University of Mannheim.

5. Studying in Mannheim for International Students – Before you arrive

Organizing a stay in another country requires thorough preparation. Start planning early on, as some matters like visa application or finding accommodation may take some time.

5.1. International Students: Visa and Entry Requirements for Germany

A visa may be required to enter Germany. Please check the homepage of the [Federal Foreign Office](#) for all further information. If you require a visa, you must apply for it in person while still in your home country (or your country of residence).

Please make an appointment at the embassy and keep in mind that it may take several weeks to get an appointment. It may take 6-8 weeks to get the visa, so please apply for it as soon as possible.

Please check the web page of the [Welcome Center](#) where you will find all relevant information.

5.2. International Students: Register with the University's Welcome Center

The [Welcome Center](#) of the International Office is the **central service center for international researchers** (doctoral students, post-docs, professors and visiting scholars). In cooperation with the CDSE Center Managers, they are happy to assist you in organizing your arrival in Mannheim.

The team of the Welcome Center has compiled the most important aspects that should be on your priority list, and they are happy to provide support and advice. Please refer to the Welcome Center's web page.

The Welcome Center will also send you a 'check-in questionnaire' in preparation for the Orientation Days, which usually takes place in the week before the semester starts.

6. Studying in Mannheim

6.1. About the University of Mannheim

The GESS is located near the university library in a new building in B6, 30-32, not far from Mannheim's historic baroque castle which is the center of the university's campus. The University of Mannheim was founded 1967, however the history of academic education and research in

Mannheim dates back to the Palatine Academy of Sciences which was established in 1763. Today's university comprises five faculties or schools: The School of Law and Economics, the Business School, the School of Social Sciences, the School of Humanities and the School of Business Informatics and Mathematics.

The university's core focus on Economics also follows a long tradition: One of the modern precursor institutions of the present-day university was the Mannheim school of business and management (Handelshochschule), founded in 1907 following an initiative of the local bourgeoisie.

Today, the University of Mannheim and the Department of Economics are internationally competitive academic institutions, proving their commitment to excellence in research and education through their continual success in national and international academic rankings.

6.2. Enrollment procedures

Doctoral candidates must enroll at the faculty level as well as at the University of Mannheim*. The request for enrollment can be submitted in Portal2. The CDSE Center Management will send a brief guide on how to register and how to send the request.

You will need to upload the following documents:

- CDSE admission letter
- Your Doctoral Milestones signed by the Academic Director of the CDSE (sent by CDSE office)
- Data sheet student and examination statistics (link in Portal2)
- Bachelor's/Master's certificate
- Higher education entrance qualification (usually high school diploma)
- Letter of Application as follows:

first name last name
street address
area code + city of residence
country
mail address
phone number

An den Abteilungssprecher der
Fakultät für Rechtswissenschaft und Volkswirtschaftslehre
Abteilung Volkswirtschaftslehre
Universität Mannheim
68131 Mannheim

I, [first name last name], hereby apply for admission as doctoral student at the School of Law and Economics/ Department of Economics from September 1, 2025. Please find attached a copy of the following documents:

- Confirmation of admission as a doctoral student to the CDSE
- The CDSE Doctoral Milestones signed by the CDSE Academic Director

[Place], [date]

Signature: [your signature]

Enrollment as a doctoral candidate at the faculty level is mandatory and necessary to obtain your doctoral degree. Students must register as doctoral candidates during the first six months of the program. Failure to do so will result in a cut to the monthly scholarship from the seventh month onward and until the student has properly enrolled.

*According to section 38 subsection 5 LHG, you are obliged to enroll at university level once being accepted as a doctoral student at the department. There is an exception for those doctoral candidates who are employed at the University of Mannheim under the Collective Agreement for Public Service Employees of the German Länder (TV-L) and whose working time equals at least 50 percent of the regular working time of a full-time position: They can apply for an exemption from mandatory enrollment.

Enrollment at the University of Mannheim

Semester fees currently amount to 194€ and must be paid **after** you have obtained a student ID number. Doctoral candidates pay no tuition fees. Transfer the fees stating your student ID and name as reference to the following bank account:

Universität Mannheim
Baden-Württembergische Bank / LBBW

IBAN: DE23600501010001379273

BIC: SOLA DE ST 600

Subject: Student-ID number and name (for example: S1234567, John Doe)

Contact person for enrollment at University of Mannheim:

Johanna Fatokun
Universität Mannheim
Dezernat I – Forschungsangelegenheiten und Qualitätsmanagement
L 1, 1 – Raum 328
68161 Mannheim
Phone 0621/181-1283
E-mail: johanna.fatokun@uni-mannheim.de

Enrollment as a student comes with many benefits, e.g.:

- eligibility for student accommodation ([Studierendenwerk](#))
- reduced entrance fees for museums, theaters etc.
- eating at the student cafeteria of the university at reduced prices
- Students up to 27 can buy the [D-Ticket JugendBW](#) (currently 473€/year). If you're not under 27 anymore, the *Deutschlandticket* (currently 59€/month) might be an option worth considering. Both allow using local transportation (local trains, busses, metro) in all of Germany.

For your re-registration/enrollment for the next term, please see the university's [Academic Calendar](#). You will receive an email from *Studienbüro* in which you are requested to pay the next administration fee.

6.3. ecUM

The ecUM (electronic card of the University of Mannheim) is your student card which can be used for various services, such as the university library or the cafeterias. ecUMs can be charged at designated terminals or at some cafeteria checkouts.

To obtain your ecUM, login to Portal² and upload a photo which will be printed on the ecUM. As soon as the enrollment process is completed, your ecUM will be printed, and you will be notified by E-Mail. You can then pick it up at the [InfoCenter](#). You will also need to validate your ecUM at one of the [self-service terminals](#). Please visit this [link](#) for more information.

With the ecUM you also get your user ID account which you will need to access your computer. The User ID will be issued at the same location. Ask them to print out your “rumms account credentials”. To use your user account for e-mail, you will have to change the password and set up a security question. Please follow this link: passwort.uni-mannheim.de. The Welcome Center also offers a short manual upon request.

7. Living in Mannheim

7.1. About Mannheim

Situated at the confluence of the Rhine and Neckar rivers and at the heart of the tri-state area of Rhineland-Palatinate, Hesse and Baden-Württemberg, [Mannheim](#) is home to approximately 320.000 inhabitants, making it the third largest city of the state of Baden-Württemberg. Due to its favorable location between two big waterways, Mannheim was traditionally and still is today a center of industry and commerce while strongly branching out into cultural and creative industries. Mannheim is somewhat unusual among German cities because of its status as a planned city: The streets of the city center are laid out in a grid pattern made up of rectangle blocks, the so-called “Quadrate” which are named in alphabetical order. This unique design dates to the 17th century and the contemporaneous notion of an ideal city, i.e. a city conceived in accordance with a rational and/or aesthetic regime.

Today, Mannheim is a vibrant city with bustling cultural life: Numerous museums and theatres – among them the oldest communal theatre, the Nationaltheater – as well as many concerts and cultural events, offer lots to explore for the residents. Moreover, the city’s many parks and riverbanks are ideal recreational spots. The Palatinate Forest (“Pfälzer Wald”) in the west and the Odenwald in the east are within short travelling distance and make for scenic trips. Heidelberg with its medieval city center and the old castle towering above the city is only a few kilometers from Mannheim. For those looking for big city life, continental Europe’s financial center Frankfurt am Main can be reached by train in less than an hour.

7.2. Residency

The average price level in Mannheim is relatively high compared to other German cities and regions, though not as high as Frankfurt am Main or Munich for example. Rent in Mannheim is mostly cheaper than in Heidelberg but higher than in Ludwigshafen or surrounding areas.

Often search engines ask you to indicate the neighborhood in which you would like to live to narrow the list of available apartments. The following neighborhoods are particularly popular among international researchers given their proximity to the university:

- Innenstadt (Inner City)/Quadrate/City)
- Jungbusch
- Schwetzingen Vorstadt
- Lindenhof
- Neckarstadt-Ost
- Neckarstadt-West
- Oststadt

Due to their good locations, rent in these neighborhoods might be relatively high. Therefore, it is worthwhile to look for apartments in other neighborhoods as well (e.g. Almenhof, Neckarau, Neuostheim, Feudenheim, Waldhof, Käfertal) all of which are connected to the city via public transport.

The Welcome Center offers all kinds of helpful information about apartment hunting (conditions, platforms etc.) and an extensive overview of all things related to the Mannheim housing market: Please follow this [link](#).

Should you need a letter of support for a landlord who is not familiar with the system of Graduate Schools and scholarships for doctoral students, do not hesitate to contact the CDSE Center Manager to get a letter of support.

We also recommend that (international) doctoral students apply for a room in a student dormitory for the first semester. During this first semester, you'll then be able to decide whether to stay in the dormitory or to look for an apartment. Apply to the student dormitory [online](#) as soon as possible.

Should you arrive in Mannheim before you can move into your apartment, the youth hostel offers (shared) rooms at a reasonable price:

[Jugendherberge](#)

Rheinpromenade 21

68163 Mannheim

☎ +49-621-822718

Fax: +49-621-824073

7.3. Health Insurance

! Please refer to health insurance providers for more detailed information on health insurance as a doctoral student.

International students: Please refer to the Welcome Center for [information](#). Information will also be provided during the orientation program offered by the Welcome Center before the semester starts. Please be aware that health insurance coverage is required as of the day of your arrival. Family members traveling with you also have to be insured. Proof of sufficient health insurance coverage is also required for the approval of your residence permit application.

7.4. Personal liability insurance (Haftpflichtversicherung)

The GESS strongly recommends that all doctoral students take out personal liability insurance. In Germany, anyone can be held responsible for accidental damages inflicted upon a third party. Many people therefore obtain private liability insurance to protect against this possibility. The university does not provide you with liability insurance.

Sometimes private health insurance companies (for scholarship holders) offer liability insurance packaged with health insurance. This might be an option worth considering.

More information on [personal liability insurance](#) is provided by the Welcome Center.

7.5. To Do for non-EU International Students I – Residence Permit

The Welcome Center Team will share some information on how to obtain a [residence permit](#) during the orientation meeting in the last week of August (before classes start in September).

Non-EU students need to register with the German authorities ('Ausländerbehörde'/Foreigners' Office) to get a residence permit. The Ausländerbehörde is located in K7 (☎ +49-621-293-3221). Please note that non-EU students need to get a residence permit within 90 of their arrival – even if they have a visa!

Please note:

- Do not allow your residence permit to expire! Check the expiry date of your residence permit!
- Apply for a new residence permit well in advance (8 weeks)!
- The defense of your thesis may immediately (2 weeks) end the validity of your residence permit.
- Consult the Welcome Center whenever you need to go to the Foreigner's Office: They'll help you!

7.6. To Do for International Students II – Registration with City Authorities

Within the first week of your arrival in Mannheim, you must register your address with the authorities. The registration process applies to all persons in Germany and for international guests who stay in Germany longer than three months. Depending on your exact address in Mannheim, you may also visit the [Service Office closest to you](#).

7.7. To Do for International Students III – Open Bank Account

To receive your scholarship/salary and pay your bills, you will need to open a German bank account (European bank account with IBAN is also possible). We recommend that you open a debit account (Girokonto): This type of account allows you to withdraw cash, transfer funds electronically and schedule the transfer of regular payments. You will receive an EC (debit) card that allows you to make payments without cash and to use ATMs. Please take care to withdraw money only from your bank (or its partner institutions) as you may be charged up to five euros for using ATMs of other banks.

Follow this [link](#) provided by the Welcome Center to learn more about banks in Mannheim.

8. Miscellaneous

8.1. Teaching

From the second year onwards, students can teach 2 exercises (4 SWS = 4x45 min) per academic year for a wide range of available courses in the Bachelor, Master and doctoral program.

The allocation of teaching assistants to courses for the subsequent academic year takes place every year in the spring and preferences are considered if possible. Note that teaching assistant positions are allocated on a competitive basis and require the permission of the student's health

insurance company. Students may in principle choose to teach either 2 exercise sessions in fall or spring or 1 exercise session each semester.

For scholarship holders teaching is paid on top of the monthly scholarship by a TA contract for the duration of the job. Please note that stipend regulations only allow work contracts to be given up to a certain number of hours per month (currently 43h/month). Advanced students funded via an employment position at the department of economics (usually 3rd – 5th year) have a mandatory contractual teaching load of 2 exercises per academic year.

8.2. German language courses of the Welcome Center

Every semester, the Welcome Center, in cooperation with the Service- und Marketing GmbH - DaF, offers German language courses exclusively for international scholars. Classes take place twice a week during the semester.

Consult the following website for up-to-date information on German language courses: <https://www.daf.uni-mannheim.de/en/>

8.3. Gender & Diversity

Diverse backgrounds and ideas of scholars and students are crucial to take full advantage of human potential in all its facets. Implementing policies of gender equality and social diversity is a cross-sectional task, affecting the university in all its departments and units. The GESS takes a variety of measures to achieve these goals:

- Transparency and documentation of female representation
- Creation of gender equality structures
- Reconciliation of a scientific career and family
- Support for female scientists
- Recruitment of qualified women
- Creation and implementation of gender knowledge

If you have any questions or problems concerning these issues, please do not hesitate to get in contact with the [Gender & Diversity Committee of the GESS](#).

8.4. Parents and children

The university has been certified as a family-friendly work and study environment ('Familiengerechte Hochschule').

The GESS offers specific support measures for doctoral students with children:

- Parent offices: special work offices where parents can bring their children along to work.
- Information about childcare (nursery schools) can be found [here](#).
- Scholarship holders can apply for a childcare allowance. For further information, please contact the CDSE Center Management.

9. Get in contact

Your contact persons for academic questions are your mentor (assigned at beginning of the program), your supervisor(s) after the second year and the Academic Director of the CDSE.

Sometimes a thesis supervisor leaves the university before completion of the dissertation. Please get in contact with the Center Manager or the Academic Director of the CDSE to discuss any questions that might arise out of this situation.

In case of any questions or problems on the administrative side, please contact either the

- CDSE center managers Kristina Kadel/Caroline Mohr
cdse.gess@uni-mannheim.de; ext. 1751; B6, 30-32 (2nd floor, room 249)
or
- GESS team assistant Marion Lehnert
office.gess@uni-mannheim.de; ext. 2034; B6, 30-32 (2nd floor, room 253)
or
- GESS General Manager Dr. Golareh Khalilpour (2nd floor, room 251)
golareh.khalilpour@gess.uni-mannheim.de

For personal and/or academic questions you feel uncomfortable addressing directly to the academic or administrative leadership, please do not hesitate to get in contact with the CDSE student representatives who can then forward your problems and/or complaints anonymously to the CDSE or even the GESS board.

Currently, the CDSE student representatives are

- Konrad Stehl, kostrehl@mail.uni-mannheim.de
- Jiarui Liu, jiarui.liu@students.uni-mannheim.de
- Stefan Leinenbach, stefan.johannes.leinenbach@students.uni-mannheim.de