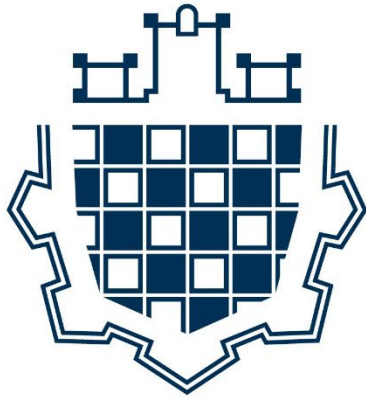




UNIVERSITY
OF MANNHEIM

GESS – Graduate School of
Economic and Social Sciences

CDSE Info Booklet 2026/27

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Information as of June 2026

1. General Overview

1.1. GESS - 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 + Behavioral 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 includes:

- 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 several additional committees and boards.

1.2. CDSE - 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.

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 several important databases.
- The collaborative research center (CRC) 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. You at the CDSE

There are several important contact points for you. Your contact persons for academic questions are your **Mentor** (assigned at the beginning of the program), 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 for a two-year term and responsible for the content 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. Dr. Christoph Rothe](#).

The **CDSE Center Managers** are responsible for all administrative aspects and the smooth running of the program. They serve as contact points 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. You can also contact the GESS Team Assistant Marion Lehnert (gess.office@uni-mannheim.de; 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. 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 Alessa Tabea Nick.

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 by a teaching assistantship (employment contract) at the University of Mannheim (or GESS affiliated institutions like ZEW) or through a continuation scholarship. Students can also decide to arrange a contract with an external employer on their own.

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's administration (human resources department).

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

1.7. Milestones, Mentor + Supervisors

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.

The GESS has set up **Milestones** (equivalent to a supervision agreement) which outline the specific tasks and activities that doctoral candidates and mentors/supervisors are expected to perform throughout the five-year program. The mentor or 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 research their dissertation proposal topic and potential (proposal) **supervisor** at the beginning of their 4th semester. The other **members of the doctoral committee** may be selected later. Next to their main supervisor (2nd year onwards), they choose a second supervisor until the end of their third year.

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

2. Program

2.1. Program structure

The CDSE program stretches over a five-year span. The **Course Phase** during the first two years consists of mandatory core courses in the first year and elective courses in the second year. At the end of the two-year course phase students must write a dissertation proposal.

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 their 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.



2.2. 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.

2.3. Acknowledgement of publications

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

3. Courses and course requirements

3.1. Registration

Registration is needed both for courses *and* for exams within the specific registration periods. Find courses and register via [Portal2](#). For convenience, the [CDSE Course Catalog](#) on the GESS website also lists current courses as well as an archive of past semesters. In each course, the assessment type may vary and is to be determined by the respective lecturer.

3.2. Course requirements

First Semester

The first semester starts with Mathematics (E700) during weeks 1-5, the exam for E700 takes place in week 6. Afterwards, students take Advanced Microeconomics I (E701), Advanced Macroeconomics I (E702) and Advanced Econometrics I (E703). To continue their studies and scholarship, students need to meet a minimum GPA of 2.5. From all exams passed, students can retake max. one exam to possibly achieve a better grade (E700-E703 only).

Second Semester

In the first half of 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 half of the semester.

Third + fourth semester

In the second year, students attend elective 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. All regular seminar series at the department can be found [here](#).

Fifth+ semester

In the third year, students take the program's English Academic Writing course (3 ECTS), research seminars that support thesis writing (10 ECTS) as well as a bridge course (5 ECTS) at the CDSB or CDSS.

Apart from these minimum course requirements after the second year, years 3-5 mainly consist of thesis writing.

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

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.

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 (“kumulative Dissertation”), 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. Going abroad

ENTER Network

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
- Université Libre de Bruxelles
- University College London
- UC3M Universidad Carlos III de Madrid
- University of Stockholm / Stockholm School of Economics
- Tilburg University
- Université des Sciences Sociales de Toulouse

The following possibilities are offered within the ENTER Network:

1. **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.

2. **ENTER jamboree:** ENTER jamborees take place each year. They serve first, to expose the doctoral 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.
3. **ENTER long-term exchanges:** There are visiting research fellowships available at the nodes of ENTER. The fellowships are for doctoral 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" doctoral students there.

The current ENTER faculty coordinator at the Mannheim node is Prof. Nicolas Schutz. Student coordinators help to organize the ENTER activities.

Yale University

Every year 2-4 students in higher years get the chance to take part in the research exchange program at Yale University. The CDSE Center Management sends out a Call for Application each year via the CDSE email distribution list.

Travel support for conferences, summer schools and research stays (general funding lines)

The CDSE encourages students to present their work at international conferences. If their papers are accepted, the CDSE can grant financial support for participation in 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 (external) funding sources.

There are currently two funding lines that are administered at University of Mannheim/Division I:

- [IDEUM](#) for international conferences, summer schools and research stays
- [Reisekostenzuschuss Innerdeutsche Reisen](#) for conferences and summer schools within Germany

Further funding options (examples): Funds of advisors or CRC, [DAAD Kongressreiseprogramm](#), [Conference Subsidy Programme](#) from Verein für Socialpolitik

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, NHH Bergen, Tilburg University, University of National and World Economy Sofia, Université Toulouse 1 Capitole, Vienna University of Economics and Business, Universitat Ramon Llull Barcelona, Hanken School of Economics Vaasa/Finland, University St. Gallen.

CDSE travel support

Subject to budget availability, the CDSE can (co-)fund conferences, summer schools or research stay. Please check [For Active Students](#) on the GESS webpage for more details (Uni-ID needed).

Reimbursement process for all travels

No matter which sources of funding from within the university, the actual reimbursement of travel expenses is processed by our colleagues in Dezernat V/division V (Dienstreisestelle) in the central administration. For all travel expenses, *Landesreisekostengesetz* (LRKG) applies. Travel funding is paid as reimbursement of actual costs and according to LRKG – e.g., this state law specifies the maximum of reimbursable costs per night. Thus, we strongly recommend informing yourself about reimbursement details in advance.

Please note that all students without an employment status at UMA cannot apply for an advance.

Dienstreisestelle: dienstreisen(at)uni-mannheim.de

4. Studying at GESS

4.1. Office space

All first year CDSE students, unless otherwise agreed, are provided with a shared office space in the GESS building. At the start of your first semester, the Center Manager will hand over your office keys, laptop and locker key.

4.2. Office supplies

GESS provides some basic office supplies, such as notebooks, pencils, printer paper, highlighters or whiteboard markers. 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 GESS.

4.3. IT + 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. The university’s IT support UNIT also provides a [list of software](#) which is available on campus or can be purchased by the university.

General UNIT [manuals](#)

UNIT info about [maintenances and incidents](#)

For teaching: Technical equipment of lecture halls + [live classroom support](#)

4.4. Sending and receiving mail

- Internal mail: In-house service for mailings within the university. Please use the specific big brown paper envelopes available from the GESS Team Assistant. Hand your envelop to the GESS Team Assistant or one of the Center Managers. Internal mail is usually collected daily.
- External mail (work-related mail only): Please see with the GESS Team Assistant.
- Mail for CDSE doctoral students will be delivered by the university’s postal service. For receiving mail, always include “Universität Mannheim, GESS” in the address field.

4.5. 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.

4.6. 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 literature 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 doctoral thesis and MADATA for your research data.

4.7. 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 or longer 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 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). They are happy to assist you in organizing your arrival in Mannheim. Registering with the Welcome Center is optional.

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. They 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 center of the university's campus is Mannheim's historic baroque castle, not far from the GESS building. The University of Mannheim was founded in 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 and 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 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 as students at the University of Mannheim*.

*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.

[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:

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 benefits, e.g.:

- Eligibility for student accommodation (Studierendenwerk)
- Reduced entrance fees for museums, theaters etc.
- Eating at the student cafeteria at reduced prices
- Students up to 27 can buy the [D-Ticket JugendBW](#), which is currently 540€/year and thus cheaper than the Deutschlandticket (see 7.3)

For your re-registration/enrollment for the next term, please see the university's [Academic Calendar](#).

6.3. ecUM (student card) + Uni-ID

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.

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](#).

As soon as you have received your ecUM, you need to **activate the card**. Go to the [MyUni-ID](#) webpage. Login with your Uni-ID and password. Navigate to “ecUM” and click on “Activate”. Afterwards, go to one of the self-service terminals at the university to [validate](#) your ecUM. The stamp of the period of validity will be printed on your card. Re-validate your card every semester. Your Uni-ID will be sent to you after enrollment. Go to MyUni-ID to manage your password and email aliases.

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 one of the largest cities 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 “Quadrat” 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 (Quadrat/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.

For internationals, the Welcome Center offers some helpful information about apartment hunting (conditions, platforms etc.) and an extensive [overview](#) of all things related to the Mannheim housing market.

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 Managers to get a letter of support.

You can apply for a room in a student dormitory. Student housing is administered by Studierendenwerk. Apply to the student dormitory [online](#) as soon as possible. Certificates of enrollment can be handed in at a later stage.

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. Transportation

D-Ticket JugendBW for students up to 27 years old (currently 540€/year)

Deutschlandticket (all ages; currently 53€/month)

Both options work on a subscription basis and allow you to use local transportation (local trains, busses, metro) throughout Germany.

7.4. 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](#). We also recommend to attend the Welcome Center's info session in the beginning of the semester. Please be aware that health insurance coverage is required as of the day of your arrival. Family members traveling with you must also be insured. Proof of sufficient health insurance coverage is also required for the approval of your residence permit application.

7.5. 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. They're usually not expensive (around 5€/month). The university does not provide you with liability insurance. Sometimes private health insurance companies (for scholarship holders) offer liability insurance packaged with health insurance.

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

7.6. To Do for International Students (non-EU) I – Residence Permit

The Welcome Center Team will share some information on how to obtain a residence permit during the orientation meeting in the beginning of the semester. Their webpage also offers more information.

Non-EU students need to register with the German authorities ('Ausländerbehörde'/Foreigners' Office) to get a residence permit. The Ausländerbehörde is located in K7 . 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!

7.7. To Do for International Students (non-EU) 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](#).

7.8. To Do for International Students (non-EU) 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). Debit accounts (Girokonto) are very common: They allow you to withdraw cash, transfer funds electronically and schedule the transfer of regular payments. You will receive an EC (debit) card that allows cashless payment and the use of ATMs. Please take care to withdraw money only from your bank (or its partner institutions) as you may be charged several 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

For their second year, some students decide to apply for teaching assistant positions next to their scholarships. The most common contract covers 1 semester and includes teaching 2 exercises (4 SWS = 4x45 min) for a course from the Bachelor, Master and doctoral program.

The allocation of teaching assistants to courses for the subsequent academic year takes place in 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. The number of available TA positions varies from year to year.

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. Parents and children

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

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

- Depending on the type of scholarship, scholarship holders can apply for a childcare allowance. For further information, please contact the CDSE Center Management.
- Information about childcare (nursery schools) can be found [here](#).
- In B6: Nursing room, parent office (office where parents can bring their children along to work)
- [Counseling](#) regarding family + career.

9. Get in contact

Your points of contact 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.

For all administrative queries, please contact:

- CDSE Center Managers Kristina Kadel/Caroline Mohr
cdse.gess@uni-mannheim.de; -1751; B6, 30-32 (2nd floor, room 249)
or
- GESS Team Assistant Marion Lehnert
office.gess@uni-mannheim.de; -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.

The current 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