

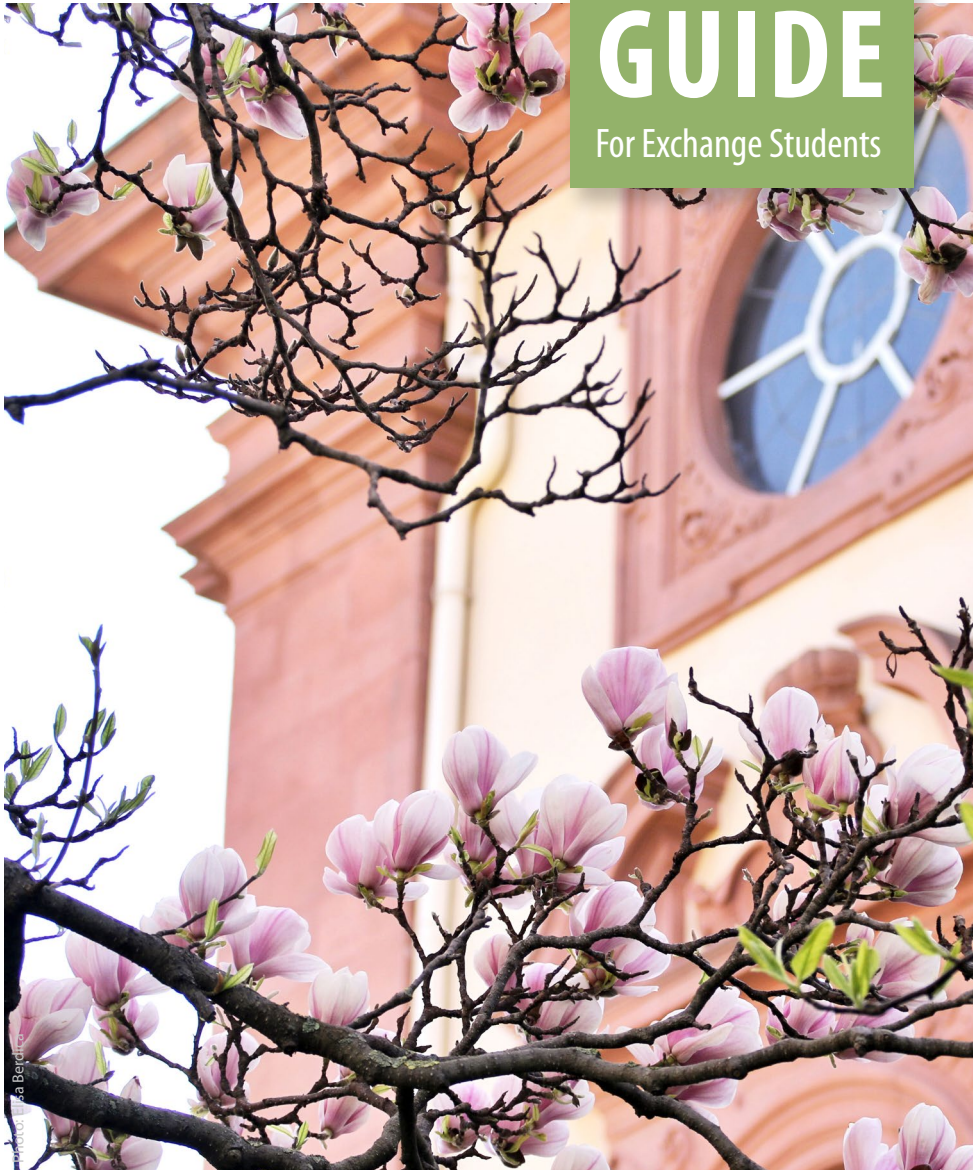


UNIVERSITY  
OF MANNHEIM  
Business School

SPRING SEMESTER 2024

# STUDY GUIDE

For Exchange Students



TURNING TALENT INTO IMPACT.



ASSOCIATION  
AMBA  
ACCREDITED

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# FOREWORD



You have chosen to enrich your academic training and to gain new experiences by spending a term or a year at our Business School. One of the largest and most renowned business schools in Europe with a top reputation for teaching and research. We hope that your stay with us will not only be intellectually rewarding, but will provide you with the exciting opportunity of gaining an international perspective on your education. An exchange semester is also about personal development, meeting new people and experiencing the German culture first-hand. We are delighted that you have chosen us to experience all that.

This guide is designed for inbound exchange students. It shall help to make your stay as convenient as possible and therefore includes important information on your studies, our services and interesting things to know beyond. If you have any questions, please feel free to contact the business exchange student support team ([incoming.business@uni-mannheim.de](mailto:incoming.business@uni-mannheim.de)) at any time.

I hope you will have a smooth start to your studies here in Mannheim and I wish you an exciting and successful exchange experience!

Warm regards,

Christina Paul  
*Incoming Exchange Student Advisor*

# ACADEMIC CALENDAR AND EXAMINATION PERIOD

## Academic Calendar

The academic year at the University of Mannheim is divided into two semesters. The periods correspond with the **periods of official enrollment as student**:

- Spring semester: 1 February – 31 July
- Fall semester: 1 August – 31 January

In Spring 2024 the following times apply:



### Lectures

12 February – 31 May 2024



### Exams

3 June – 15 June 2024

Lecture-free days on the following Bank Holidays:

- Easter break: 25 March 2024 – 5 April 2024
- 1 May 2024
- 9 May 2024
- 20 May 2024
- 30 May 2024

## Examination Period

The examination period takes place towards the end of the semester and runs from 3 June until 15 June 2024.

The exact dates for each exam will be available after the lecture period has already started and will be published [here](#).

After the end of this period, the exact exam times and rooms will be published. The dates of the exam registration periods are available online on the [website of student services](#).

Please make sure that you are not departing from Mannheim before the exam period ends! It might happen that you write an exam on the last day of the exam period.

# CONTACTS AND IMPORTANT INSTITUTIONS

## Business School

The BESS Team takes care of all your academic related questions: course selection, course registration, exams etc. But also in addition to that, you can always get in touch with us in case of any other problems or concerns, as we are in close contact with your home schools and our colleagues in other departments of the University.

## Visiting Address

University of Mannheim Business School  
International Affairs & Business Exchange  
Student Support Team (BESS)

- Schloss, EO 393 (East wing, 3rd floor, entrance next to "Mensa Wagon")  
68131 Mannheim
- [incoming.business@uni-mannheim.de](mailto:incoming.business@uni-mannheim.de)
- Christina Paul  
(Incoming Exchange Student Advisor)
- Samira Schütte & Talya Bellut  
(Student Assistants)
- Office Hours ([upon appointment](#)):  
Tue: 10:00 am – 12:00 pm  
Wed: 3:00 pm – 5:00 pm

## BESS Info-Mails and Business School Student Newsletter

We will regularly send out emails containing important information related to your exchange semester (registration deadlines, changes in course offer, excursions, etc.). Please always read these emails carefully! If you are not receiving our emails, please let us know. Make sure to sign up for our [Business School Student Newsletter](#).

The Central International Office takes care of all administrative issues, e.g. your enrollment at Mannheim, housing related questions, your final Transcripts of Records etc.

## Central International Office (Akademisches Auslandsamt – AAA)

- L 1, 1 (opposite Ehrenhof/Schloss; other side of the ring road)  
68131 Mannheim
- +49 (0)621 / 181 1151
- [incomings@uni-mannheim.de](mailto:incomings@uni-mannheim.de)
- [Website Exchange Students](#)
- Nadja Kindinger (Team Coordinator)
- Josephine Bourke (Admissions Officer)
- Ricarda Diehl (Accommodation Officer and German Language Courses Coordinator)

## Express Service

The Express Service is an additional service provided by the Student Services Center to spare you long waiting times and ensure quick help with administrative matters such as de-registration from exams as well as handing in and picking up papers for and from the Central International Office.

There is no need to book a meeting with the Express service, it has **open consultation hours** during the opening times:

- **Express – Service for Students**  
L 1, 1 (same building as International Office)  
68131 Mannheim  
Mo – Thu: 09:30 am – 12:00 p.m.  
Tue: 2:00 – 4:00 p.m.
- **Virtual consultation hours:**  
Wed – Fri: 9:00 a.m. – 11:00 p.m.

# THE UNIVERSITY OF MANNHEIM



## The City of Mannheim and its University

Studying in and around the “Schloss” (palace) and living in the “Quadrate” (squares): this is what awaits those studying in Mannheim.

The city lies at the confluence of the Rhine and Neckar rivers between Pfalz (Palatinate) and Odenwald at the borders of three “Bundesländer” (federal states): Baden-Württemberg, Rheinland-Pfalz, and Hessen. About 330,000 people live in Mannheim, and beside the university there are several technical colleges and research facilities. The historical center of the town is the Baroque “Schloss”, which today makes up the largest part of the University. The symmetrical layout of the town arises from its methodical construction in the 18th century and is the source of initial confusion to strangers when they see ‘L9,6’, instead of a street name in addresses.

Mannheim is the modern, lively center of the Rhine-Neckar three “Bundesländer” border and is a hub for heavy industry and many medium-sized firms. Mannheim is attractive, not only for its convenient location amidst scenic countryside, picturesque and historic cities and towns. The diverse cultural scene offers something for all tastes – the National Theatre is well known outside of Mannheim, the city “Reiß-Museum” and the “Kunsthalle” have acquired a reputation in previous years for their spectacular exhibitions, and the state museum of “Technologie und Arbeit” was declared museum of the year in 1992 by UNESCO. A varied music scene, cinemas, and small theaters and many different types of sports are offered as well. Mannheim’s scientific tradition dates from the 18th century with the founding of the Palatine Academy for Science at the Electoral Court. Both the bicycle and the automobile were invented in Mannheim – the first by Baron von Drais, the second by Carl Benz.





Today, around 12,000 students are enrolled in 5 Schools. Business Administration is still the most prevalent and internationally recognized field at the university, while the social sciences have acquired the esteem as the second most prominent field, and the Schools of Law and of Humanities have also developed an excellent reputation over the years.

The university has a strong international orientation with connections to 450 partner institutions throughout the world. Moreover, 18 percent of its students come from abroad. The university is also pursuing new directions in education by taking part in different programs such as the double degree schemes in business studies, for example with Bocconi in Milan (Italy), CBS in Copenhagen (Denmark), ESSEC in Paris (France), Chengchi in Taipeh (Taiwan), NHH in Bergen (Norway), Queen's in Kingston, Ontario (Canada) and USC in South Carolina (USA). The university is housed in the Schloss and a row of neighboring buildings. It is near the train station and well connected to the local public transport system (bus, tram and train).

## The 5 Schools of the University

- Business School
- School of Social Sciences
- School of Humanities
- School of Law and Economics
- School of Business Informatics and Mathematics



# STUDYING AT THE UNIVERSITY OF MANNHEIM BUSINESS SCHOOL



Photo: Felix Zellfner

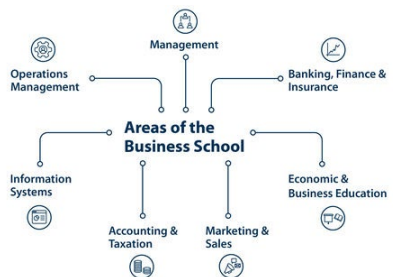
## Our programs

From bachelor's programs to further management education requiring several years of prior work experience: the Business School of the University of Mannheim offers academic [programs](#) at all levels.

- Bachelor's Program in Business Administration (B.Sc.)
- Mannheim Master in Management (M.Sc.)
- Various MBAs and master's programs for young professionals

## Areas of Teaching & Course Offer

On our [website](#) you will find links to all of the School's departments. There you will also find more information about research fields, the professors and the lecturers.



**The 36 chairs are divided into 7 Areas:**



## Course Choice

You can find an overview of the courses on offer at the University of Mannheim in the [online course catalog](#).

### The following rules apply for your course choice:

- Bachelor / undergraduate students: Bachelor courses only (except Bachelor/ undergraduate students in their 4th year of studies)
- Master/ graduate students: Bachelor and Master courses
- At least 50% of your ECTS/credits must come from the Business School

Home university requirements should be kept in mind to guarantee that you can transfer the credits from your Mannheim courses towards your degree at home.

Course load: There is no official limit, but we recommend not taking more than 30 ECTS (credit points) per semester (full semester workload).

Exchange students coming to Mannheim need to take at least 50% of their courses from the school through which they come on exchange (i.e. Business School for our incoming exchange students). However, you can also take German language courses or one or two courses from other Schools. For taking courses at other Schools, some restrictions apply.

### University-Wide Electives:

You can choose courses outside of the Business School from our list of “University-wide Electives”. If you already have previous knowledge in one of the area of studies and would like to choose courses from their regular offer, you must contact the respective exchange coordinator.

### Contact Hours:

Contact hours do not reflect the workload at the University of Mannheim. Our ECTS credit system does not differentiate between contact hours and independent study time. One ECTS credit equals 25 hours, which includes contact hours and independent study time. The latter is significantly higher than the contact hours and would have to be included in the total workload hours. If your home university has contact hour requirements, we kindly ask you to write us an email so that we can find a solution together.





## Course Registration

At the Business School exchange students register for their courses via Portal<sup>2</sup> during the Welcome Week and the first week of classes. If a different/prior registration is necessary, it will be stated explicitly in the course catalog. Seats are allocated either randomly or on the principle of group prioritization, not on a first-come, first-served basis.

Please click [here](#) to find a more detailed explanation including important information on registration deadlines and accompanying exercises and/or tutorials, and click [here](#) to access a step-by-step registration guide.

Please note that course registration procedures and deadlines vary from school to school. If you intend to take courses outside the Business School, please read the respective course descriptions carefully and follow the instructions accordingly.

## Exam Registration

The exam registration procedure at the University of Mannheim probably differs from what you are used to: Here you do not only register for courses, but you need to register for all exams and assignments that you would like to take. Thereby, you confirm your participation. Registration is possible online via our Portal<sup>2</sup>. Please click [here](#) to find step-by-step instructions. Registration might vary depending on the form of assessment! In such cases, please pay attention to what is announced in the lecture.

### **Additional important advice:**

- Please don't miss the registration period to avoid any fees that might incur.
- You might have more than one exam on the same day (not at the same time if you register during the given period)

## Exam Preparation

During our Exam Preparation Session, we will provide you with important information on how exams are structured at our university and how to prepare for them. For most of you, our exams will probably be quite different from what you are used to. Please note that attendance is mandatory for this presentation!

## Transcripts of Records

Please request a verified Transcript of Records by clicking the link, „Request Transcript of Records“ in your [Mobility Online workflow](#).

1. Check in [Portal<sup>2</sup>](#) whether

- all of your grades have been published,
- a course is missing,
- the course titles are correct,
- the number of ECTS is correct and
- check for any other possible corrections that might be necessary.

2. Fill in in the questionnaire in Mobility Online by ticking the respective box regarding your transcript.

3. You will receive an email once the Transcript has been updated and is available in Portal<sup>2</sup>.

**Please download your transcript in the Student Services section in Portal<sup>2</sup> (My studies > Student Service > Requested Reports/Reports > Common reports) and forward it to your home institution.**

## Internship Application Advice

For those of you who are planning to do an internship in Germany, we provide a CV and cover letter check. You can either send them by email or book a consultation appointment with Christina Paul.

## Enrollment, Re-Enrollment

Enrollment takes place at the Central International Office (“Akademisches Auslandsamt” in German). Please click on [this link](#) to get information about when to register, which documents to have with you, etc.

Those of you who are nominated to also spend the fall semester 2024 at the University of Mannheim have to re-enroll until 15 June by transferring the 120.30 EUR administrative fee to the University’s bank account. The fee is a legal fee for every student enrolled at the university as a lot of supportive institutions are financed by the fee, such as the cafeterias or student dorms. It can not be waived or paid by any one else but the student (individually).

## Universität Mannheim

Baden-Württembergische Bank  
IBAN: DE23600501010001379273  
BIC: SOLA DE ST 600

## Grading System

The grading scheme at the Business School of the University of Mannheim comprises five levels (with numerical equivalents; intermediate grades may be given):

**1.0** = “very good”

**2.0** = “good”

**3.0** = “satisfactory”

**4.0** = “fair”

**5.0** = “failed”

**If you would like to extend your stay with us and had not planned so before you arrived, please get in touch with us. We will need to receive another nomination by your home university for the second semester.**

# IMPORTANT LINKS



## University

### Name

### Link \*Websites also available in English

Website of the University of Mannheim

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

Website of the Business School

[www.bwl.uni-mannheim.de](http://www.bwl.uni-mannheim.de) \*

Website of the Business School  
for incoming students

[www.bwl.uni-mannheim.de/en/international/incomings/](http://www.bwl.uni-mannheim.de/en/international/incomings/) \*

Website of the University's Central  
International Office (AAA)

[www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/](http://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/) \*

University's email account

<https://www.uni-mannheim.de/en/it/students/e-mail-and-calendar/> \*

Portal<sup>2</sup>: Course registration, exam registration,  
list of grades achieved

<https://portal2.uni-mannheim.de/portal2/pages/cs/sys/portal/hisinoneStartPage.faces> \*

ILIAS: discussion boards, material distribution,  
hand-outs, presentation slides

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

Exam dates and locations  
(approx. 1 month in advance)

<https://www.uni-mannheim.de/en/academics/during-your-studies/examinations/taking-an-examination/examination-dates/> \*

Business students' committee: download of  
information brochures and previous exams

[www.fsbwl.de](http://www.fsbwl.de)

Central library (literature research etc.)

[www.bib.uni-mannheim.de](http://www.bib.uni-mannheim.de) \*

Website of the Department of Economics

[www.vwl.uni-mannheim.de](http://www.vwl.uni-mannheim.de) \*

Website of the School of Social Sciences

[www.sowi.uni-mannheim.de](http://www.sowi.uni-mannheim.de) \*

Website of the School of Humanities

[www.phil.uni-mannheim.de](http://www.phil.uni-mannheim.de) \*

Website of the Law Department

[www.erasmus.jura.uni-mannheim.de](http://www.erasmus.jura.uni-mannheim.de) \*

Overview of our student organizations

<https://www.uni-mannheim.de/en/campus/student-organizations-and-departmental-student-committees/student-organizations/> \*



## Leisure Time, Party Time, Events

### Name

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Events on and off campus, pictures from the Schneckenhof parties

City of Mannheim: map, information about the city

ESN VISUM organizes a buddy program and leisure activities for exchange students – perfect to mingle with Germans and other exchange students

Event calendar for Mannheim & surroundings

Mannheim blog with restaurant and event recommendations

### Link *\*Websites also available in English*

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[www.schneckenhof.de](http://www.schneckenhof.de)

[www.mannheim.de](http://www.mannheim.de) \*

[visum.uni-mannheim.de](http://visum.uni-mannheim.de) \*  
<https://mannheim.esn.world> \*

[www.meier-online.de](http://www.meier-online.de)

[www.mawayoflife.de](http://www.mawayoflife.de)



Photo: Felix Zoller



# LANGUAGE AND CULTURE COURSES



## German Language and Culture Courses during the Semester

If you would like to improve your German language proficiency whilst you are here, you can participate in up to 3 courses for 15.- EUR per course and receive ECTS-Credits for participation. Registration for those courses is done via Portal<sup>2</sup>. If you have any questions, please contact [germancourses@uni-mannheim.de](mailto:germancourses@uni-mannheim.de).

In addition, Studium Generale offers several other language courses (French, Italian, Spanish,.... presentation courses, computer skills courses etc. The fees per course differ depending on the type of course (language courses cost 69.- EUR per course) and registration is done [online](#).

We can also help you with the online registration during the Welcome Week. Please note that you do not receive any ECTS-Credits for participation in these classes. However, they are all offered by highly qualified personnel and only available for students and staff.

### Find out more:

<https://www.studiumgenerale.uni-mannheim.de/en/>

# LEISURE ACTIVITIES



Mannheim offers a wide selection of activities. If you like spending time outdoors and would like to enjoy the weather in one of the sunniest regions in Germany, then the beautiful city park “Luisenpark” that spreads over 420 square kilometers is the right place to go. If you need to cool off a bit you can spend the day at the Stollenwörthweiher lake that is easily accessible by tram (line 3).

The art museum „Kunsthalle“ displays a wide range of contemporary and historical art, including artists such as Van Gogh or Monet. If you are fond of drama and theater be sure to pay a visit to the national theater (“Nationaltheater”) and watch one of their plays. No matter if you are more into traditional opera or modern plays, you will find something for your taste.

## Semester Ticket

Exchange students are eligible to buy the so called “VRN Jugendticket BW”. The VRN JugendticketBW, can also be issued as a semester ticket against a one-time payment in advance at the rnv mobility centers.

The “VRN Jugendticket BW” costs around 25€/month and is purchased via a contract. The money will be deducted from your bank account monthly and lasts either 6 or 12 months. You can travel throughout the state of Baden-Württemberg and the VRN network area.

Students who are older that 27 are not eligible to purchase the “VRN Jugendticket BW”, but are able to purchase a “semester ticket” instead. This ticket is only valid throughout the VRN-area, not the whole state of Baden-Württemberg.

The “semester ticket” costs 185€ for one semester and the whole amount needs to be paid in advance. You can buy it online through the rnv and DB or via the app VRN-Ticket (DB) as well as at the mobility centers / travel center.

For further information visit [www.vrn.de](http://www.vrn.de).





## Travelling

### ■ By Car

[www.blablacar.de](http://www.blablacar.de)

Offers from people who will give you a ride for a small fee. Arrangements are made individually via email or telephone.

[www.sixt.com](http://www.sixt.com)

Sixt offers rental cars and you can find it inside of the main station in Mannheim.

### ■ By Plane

[www.skyscanner.de](http://www.skyscanner.de)

Low-budget flights to many cities in Germany and Europe.

### ■ By Train

[www.bahn.de](http://www.bahn.de)

German railway. Check the site for special offers (e.g. week- end-ticket for up to 5 people for 39.- EUR or Interrail in Europe, and more). You can book online or at the train stations.

### ■ By Bus

[www.busradar.com](http://www.busradar.com)

Compares cheap bus offers between bigger cities, free wi-fi on board.

### ■ E-Scooter

App: TIER - Scooter Sharing, Lime

Lend an e-scooter on the streets of Mannheim via the app. Find the next e-scooter and choose your preferred payment method via the app.

### ■ By Bike

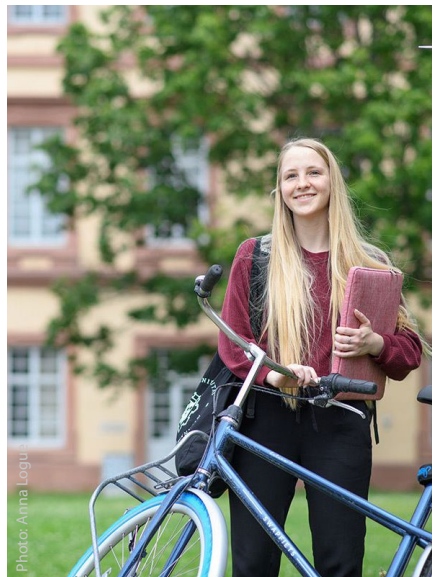
[www.vrnnextbike.de](http://www.vrnnextbike.de)

VRNnextbike is the public bike rental system in the Rhine-Neckar metropolitan region. As a practical addition to the region's bus, tram and rail network, the bikes can be picked up or returned in the participating cities Heidelberg, Mannheim and Ludwigshafen.

The first 30 minutes are for free. To activate your account and lend the bikes, simply download the "Nextbike by TIER" app.

If you are interested in buying a bike and selling it when you leave, you can find affordable second hand bikes on this online platform:

<https://www.kleinanzeigen.de/>



# FACTS AND FIGURES



## Foundation

1907



## Areas of research and teaching

- Accounting and Taxation
- Banking, Finance and Insurance
- Economic and Business Education
- Information Systems
- Management
- Marketing and Sales
- Operations Management



## Selected rankings

- QS World University Ranking by Subject 2023: #1 in Germany
- QS Business Masters Ranking 2024: #2 in Germany and #26 worldwide
- FT Masters in Management 2023: #3 in Germany and #21 worldwide



## Study offer

- B.Sc., M.Sc. and Doctoral programs
- MBA and EMBA programs\* Summer School



## Faculty Information

- A total of around 4,000 full-time students
- 37 professors
- 34 junior professors
- 200 academic employees



## International perspective

- 200 partner universities
- More than 600 Business exchange students per year and about 1,000 exchange students in total
- The languages of instruction are English (70%) and German (30%)

## Imprint

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Germany

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University of Mannheim  
Business School - Fakultät BWL



@bsunimannheim



University of Mannheim  
Business School

