

# INSTITUTIONAL FACT SHEET



## UNIVERSITY

UNIVERSITY OF MANNHEIM  
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*Please check our website for contacts  
and for more details.*



## ACADEMIC CALENDAR

### Fall Semester 2024



Welcome Week: 26 – 30 August  
Lecture period: 2 Sept – 6 December  
Exam period: 9 – 21 December  
Term period: 1 August – 31 January

### Spring Semester 2025



Welcome Week: 3 – 7 February  
Lecture period: 10 Feb – 30 May  
Easter break: 14 – 25 April  
Exam period: 31 May – 14 June  
Term period: 1 February – 31 July



## STUDENT NOMINATIONS

Period for Student Nominations  
by Home University

**Fall semester 2024:**  
15 March – 15 April 2024  
**Spring semester 2025:**  
15 Sep – 15 Oct 2024

Please enter your nominations directly into  
our online nomination portal. We will send  
the link to the portal to all partners before the  
beginning of the nomination period. We can  
no longer accept nominations via e-mail.

We kindly ask you to distribute the number of  
students evenly between the fall and spring  
semester.

Deadline for Online  
Application by Students

**Fall semester 2024:**  
30 April 2024  
**Spring semester 2025:**  
31 Oct 2024

After you submitted your nomination, we will  
contact your students with instructions on  
how to complete the online application on a  
rolling basis via our online portal. We will copy  
the nomination contact in all e-mails that we  
send to students.

*Unfortunately,  
we cannot  
accept late  
nominations.*

## Required Application Documents

Online application (no paper application required). No language certificates must be submitted. Kindly check the Recommended Language Skills on page 3.

## Deadline for Extension Requests

Spring semester:

31 October

Fall semester:

30 April

Should your students wish to extend their exchange, please send a request to ([incomings@uni-mannheim.de](mailto:incomings@uni-mannheim.de)) before the respective deadline. We will then contact the respective school for approval.

## No Free Mover Mobility Possible

Since 1 March 2019 it is no longer possible to study as a free mover at the University of Mannheim. This is due to an amendment of the Regulations on Admission and Enrollment (ZullmmaO) of the University of Mannheim from 27 February 2019.



## ARRIVAL AND ORIENTATION

Kindly check the regularly updated information at our [FaQs for International Exchange Students](#).

We request that exchange students arrive for our Welcome Week (see Academic Calendar page 1) which includes:

- an introduction to the study system
- campus tour and Welcome Reception
- school specific sessions and library tours



## COURSES

### Course Catalog

The course list will be published at [www.uni-mannheim.de/courses](http://www.uni-mannheim.de/courses). Exchange students must take the majority of their courses at the school in which they will enroll. However, they can also choose one or two courses from other schools through the university-wide electives. After selecting the faculty/department and the study level, students can choose courses according to the following search fields: „all languages“ or „English only.“

### Required Course Load

Depends on home institution.

### Exam Period

Generally, there will be final exams in December and May-June, respectively. Please see page 1 for exact dates. Students are responsible for their own exam registration.

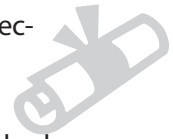
### Grading System

1,0 - 1,5	<i>excellent</i>
1,6 - 2,0	<i>very good</i>
2,1 - 2,5	<i>good</i>
2,6 - 3,5	<i>satisfactory</i>
3,6 - 4,0	<i>sufficient</i>
4,1 - 5,0	<i>failed</i>
(mit Erfolg) bestanden	passed (successfully)



## CERTIFICATES OF ATTENDANCE & TRANSCRIPT OF RECORDS

Certificates of attendance will only be issued digitally to confirm a student's arrival respectively departure. We kindly ask our partners to accept our form.



A Transcript of Records (ToR) will be issued five weeks after the grades have been published. Students need to download a verified ToR after all grades have been published. We ask all students to forward the ToR to their home institution. Our partners can verify the document and download an identical version by following the instructions at the end of the ToR.

If you would like to send digital transcripts of Mannheim students who studied abroad at your university, kindly send them to: [transcripts@uni-mannheim.de](mailto:transcripts@uni-mannheim.de). You can also send questions about your students' transcripts to this address.



## RECOMMENDED LANGUAGE SKILLS

Students must either be proficient in German OR have an advanced level of English (at least B2 according to the *Common European Framework of Reference for Languages*, i.e. equivalent to TOEFL iBT 80/IELTS 6.0).

The University of Mannheim reserves the right to deny admission into courses for students who do not have the requested level. We will not ask students to submit language tests for their application. However, we expect the home university to make sure their students have the required language proficiency.



## LANGUAGE SUPPORT

### Preparatory German Language Courses

**International Summer Academy:**

1- 30 August 2024

**International Winter Academy:**

9 Jan - 5 Feb 2025

The International Summer/Winter Academy is a four-week intensive language course, which includes seminars on German culture and society.

### Costs

~ €685\*

*\*subject to change*

*Before the semester*

### Registration Deadline

15 June and 15 November\*, respectively

*\*subject to change*

### Online German Language and Culture Courses

The International Office offers online German language and culture courses during the semester for a small administrative fee (€15\* per course). There are a range of German courses, including general language courses at different levels, and specific German culture courses (e.g. A Migration History of Germany, The Political System of the Federal Republic of Germany, etc.).

As a rule, students can take a maximum of 3 courses per semester.

*\*subject to change*

*During the semester*



## FACILITIES AND STUDENT SERVICES

In order to cover the costs of student services, students enrolled at a German university – including exchange students – have to pay a semester fee. The fee currently amounts to €120.30\* per semester.

Kindly note that all exchange students need to pay this fee in order to be enrolled.

*\*subject to change*

### Campus Facilities

- Access to computer facilities including wireless internet access and university e-mail account
- Student tutors
- Academic advisors
- Access to university sports facilities
- Career counselling
- University cafeterias
- University libraries
- Student housing

### Support for Students with Disabilities and Chronic Illnesses

The Commissioner and Counselor for students with disabilities and chronic illnesses supports students with special accommodations. If students have any health restrictions, they need to check the “Special Needs” box during their online application.

Only then can we ensure that your students will get the support that they need.

### Excursions and Trips

The International Office and student organizations organize a number of activities, e.g.:

- City trips to Frankfurt, Nuremberg, Hamburg, Cologne, and Stuttgart.
- International Dinner

### Buddy Program

Exchange students have the opportunity to be matched with a local student for support. In order to do so, they have to check the corresponding box in our online portal during the application.



## HOUSING

### Pick-up Service

Students can arrange an individual pick-up with their buddy. The International Office is only a short walk from the main train station.

### Student Housing

Students can apply for student residences or look for a room on the private market.

For exchange students from overseas, we offer a very limited number of places in our off-campus student residences: single bedrooms in shared flats vary from €395\* – €475\*, single apartments from €430\* – €540\*. There are furnished rooms (shared kitchen and bathroom) in several residences in different areas of Mannheim.

Rooms on the private market start at €450. After being accepted by the University of Mannheim, the student will receive the link and personal password for our student portal Portal<sup>2</sup>, along with detailed information on the private housing market.

*\*subject to change*

### Contact

Accommodation Office at the International Office

Tel: +49 621 181 1158

[incomings@uni-mannheim.de](mailto:incomings@uni-mannheim.de)



## HEALTH INSURANCE

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### EU members

Students from EU countries are exempt from having to purchase German health insurance if they present the EHIC (*European Health Insurance Card*) prior to enrollment.

### UK

Students from the UK are exempt from having to purchase German health insurance if they present the GHIC (*Global Health Insurance Card*) prior to enrollment.

### Non-EU members

We strongly recommend to all our exchange students from non-EU countries to purchase a German statutory health insurance. Students have the opportunity to buy German health insurance prior to their arrival in Mannheim. It costs about €125\* per month (standard price for students by all health insurance providers).

*\*subject to change*



## VISA REQUIREMENTS

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Citizens of the EU and of the EFTA (*i.e. Iceland, Liechtenstein, Norway, and Switzerland*) do not need a student visa.

Citizens from the following countries do not need a student visa. They need to apply for a German residence permit at the respective Foreigners' Registration Office in Germany: **Australia, Canada, Israel, Japan, New Zealand, South Korea, United Kingdom, and USA.**

Citizens of the following countries do not need a student visa as long as there is no intention to take up any gainful/paid employment before or after the studies: **Andorra, Brazil, El Salvador, Honduras, Monaco, and San Marino.**

Non-EU citizens who are enrolled at an EU university (except Ireland and Denmark) do not need to apply for a German residence permit if they study in Germany for less than 360 days according to the EU directive 2016/801, the „REST-directive“ for researchers and students. However, students need to hand in documents at the International Office as soon as they receive an email on it from our office.

Otherwise enrollment as an exchange student will, regrettably, not be possible.

Students from all other countries should obtain a visa as soon as they receive their letter of acceptance for the University of Mannheim.

Further information can be found here: [www.uni-mannheim.de/entry](http://www.uni-mannheim.de/entry)



## PRACTICAL INFORMATION

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### Estimated Costs of Living

Approx. €970 – €1.000\* per month  
(including rent)

*\*subject to change*

### Public Transport

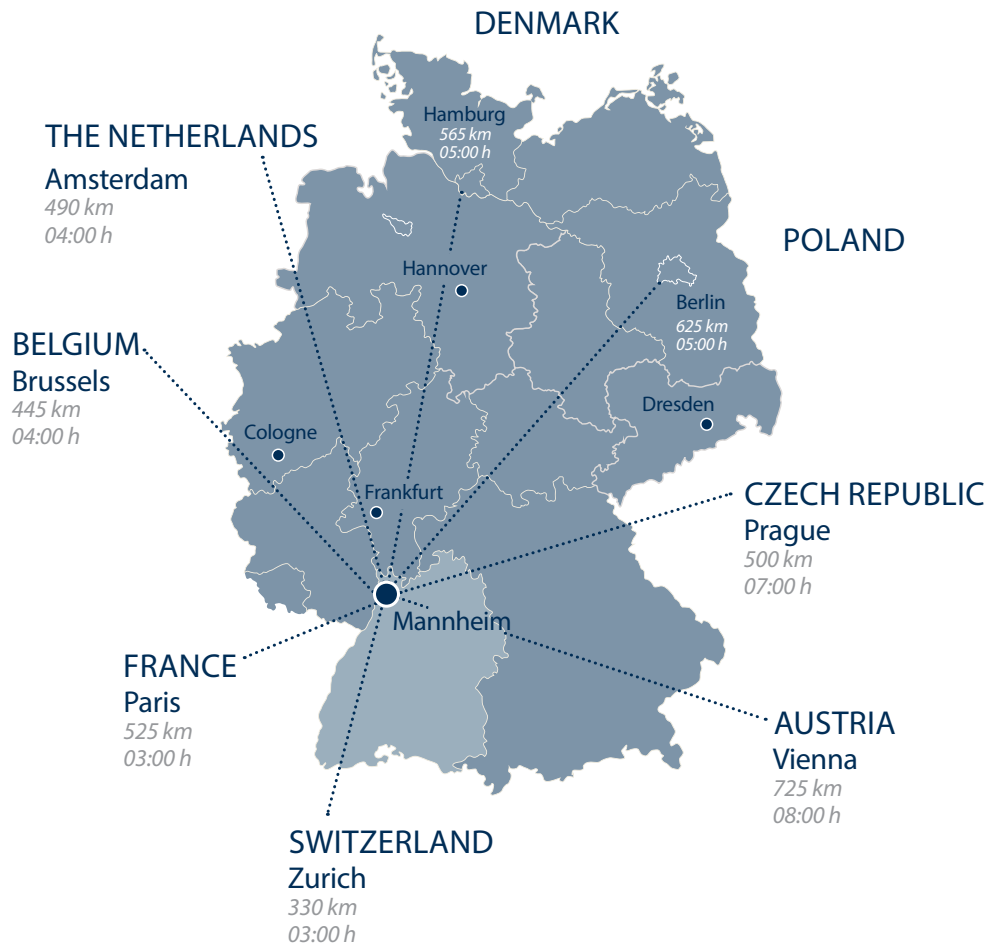
Students can buy a semester ticket for €185\* for unlimited public transportation in the greater Mannheim area.

*\*subject to change*



## THE CITY OF MANNHEIM AND ITS SURROUNDINGS

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### Mannheim

Mannheim is a modern city in the beautiful North-Western corner of the state of Baden-Württemberg. One third of its 320,000 inhabitants have foreign roots from well over 160 nationalities. This diversity gives Mannheim a beautiful vibrancy and makes it a welcoming place for everyone.

The city is couched in the greater Rhine-Neckar Metropolitan Region with about 2.4 million people. It's one of the most important business locations in Germany, with renowned scientific research institutions and a very high quality of life.

With only 35 minutes away from Frankfurt International Airport, Mannheim is the perfect starting point to explore Germany and the rest of Europe.



## ONLINE CAMPUS TOUR

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### Campus Tour

You are curious to get to know our campus? You can explore it via our campus tour: <https://www.uni-mannheim.de/campusrundgang>.