



# Undergraduate Exchange Program

## University of Mannheim

### Business School

## Fact Sheet 2024/25

Experience a unique study environment at the University of Mannheim. Our centrally situated campus is mainly located in a baroque palace, merely a few steps away from Mannheim's shopping district and the intercity train station.

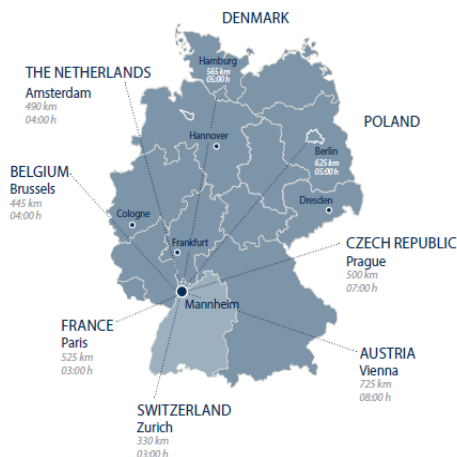
Become part of our vibrant student life and enjoy high-class education at Germany's leading business school, which is known as a breeding ground for future managers.



## The Campus and the City of Mannheim

### Online Campus Tour

You are curious about getting to know our campus? You can explore it via our [online campus tour](#).



### Mannheim

Studying in Mannheim means studying in the heart of Germany, close to Heidelberg, Frankfurt, Munich, and Paris. Together with its neighboring cities Heidelberg and Ludwigshafen, Mannheim is part of the Rhine-Neckar metropolitan region. About 2.4 million inhabitants, a great infrastructure and several companies form one of the most attractive business hubs in Germany. Next to its industrial charm, Mannheim has many green areas running along its two rivers. It also offers a great variety of shopping, nightlife, restaurants, museums, and cafés. Another local gem is the close-by Palatinate, a well-known wine growing region ideal for hiking trips.



## Academic Calendar 2024/25

### Fall Semester

**Welcome week:** 26 August – 30 August 2024  
**Lecture period:** 2 September – 6 December 2024  
**Exams:** 9 – 21 December 2024

### Spring Semester

**Welcome week:** 3 – 7 February 2025  
**Lecture period:** 10 February – 30 May 2025  
**Easter holidays:** 14 April – 25 April 2025  
**Exams:** 31 May – 14 June 2025

Exchange students are welcome to come for the fall and/or the spring semester. Please note that the housing situation in Mannheim tends to be a lot more relaxed in the spring semester. Thus, if students have the option between fall and spring, we recommend students come during the spring semester.

## Nomination and Application

### Fall Semester

**Nomination period:** 15 February – 15 April 2024  
**Application deadline:** 30 April 2024

### Spring Semester

**Nomination period:** 15 September – 15 October 2024  
**Application deadline:** 31 October 2024

**Unfortunately, we cannot accept any late nominations.** Nominations are entered directly into our online nomination portal. The link to the portal will be sent to all partners by our colleagues at the Central International Office before the beginning of the nomination period. After the nominations have been submitted by our partner institutions, we will contact the students with instructions on how to complete the online application.

# Arrival and Services



## Arrival

We request that students arrive at least one week before the start of lectures in order to enroll and attend the Welcome Week.

## Orientation

Mandatory orientation sessions take place during the Welcome Week. There will be an orientation session held by the Central International Office (general orientation) and a welcome and information session held by the Business School.

## Housing

We offer housing for students from overseas, but the responsibility for that lies at the Central International Office. Please contact Ms. Ricarda Diehl at [ricarda.diehl@uni-mannheim.de](mailto:ricarda.diehl@uni-mannheim.de) for further assistance and information.

## Cost of living

Approx. EUR 970 – EUR 1000\* per month (including rent)

## Fees

By law, every student must pay a semester fee to obtain the enrollment status. The fee currently amounts to EUR 120.30\* per semester. Kindly note that all exchange students need to pay this fee in order to be enrolled.



## Services

Exchange students can access the same facilities as regular degree-seeking students, such as libraries, computer centers, sports facilities and cafeterias.

## Buddy Program

Exchange students can opt to be matched with a Mannheim student (organized by our student initiative ESN VISUM).

Further information and services may be found in [our central international office's fact sheet](#)

\*subject to change



# Courses

## Information on courses

The university's course catalog for exchange students can be found here: [online course catalog](#). Business exchange students may also take courses offered by other schools (restrictions might apply) but are required to attend the majority of their courses at the Business School.

## Course selection

As a rule, Bachelor/undergraduate students must take Bachelor level courses. Only Bachelor students in their fourth year of studies may take Master level courses from our M.Sc. program (Mannheim Master in Management).

## Course load

There is no minimum/maximum required amount of credits on our end, but we recommend not taking on a course load of more than 30 ECTS (credit points) per semester (which we consider a full semester workload).

## Course registration

Course registration varies, however, by when and how students need to register will be stated clearly in the course description in the online course catalog.

## Language

At the Business School, most of our courses are taught in English. Some courses are taught in German.

## German language courses

Four-week intensive German language courses are offered in January and in August (special rates for exchange students). The German language courses offered during the semester are free apart from a registration fee of 15 EUR per course. Each exchange student can take up to three courses per semester. There is an online registration before/at the beginning of lectures.

## Grading system

1,0 – 1,5	excellent
1,6 – 2,0	very good
2,1 – 2,5	good
2,6 – 3,5	satisfactory
3,6 – 4,0	sufficient
4,1 – 5,0	failed
(mit Erfolg) bestanden	passed (successfully)



## Business Undergraduate Exchange Team

Head of International Affairs

Ms. Yvonne Hall  
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Manager International Affairs &  
Outgoing Students Advisor  
(Bachelor)

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Manager International Affairs &  
Incoming Exchange Students  
Advisor

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Double Degrees & Study  
Options

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Manager International Affairs &  
Partnership Agreements

Ms. Antonia Fleischer  
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### Institution

Business School - University of Mannheim

Postal address:

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68131 Mannheim

Germany

(Please post our outgoings' transcripts to this address)

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EO 388 – 393

68161 Mannheim

Germany

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

# Exchange Team of the Central International Office

## Incoming Students - Admission

Ms. Josephine Bourke  
Email: [josephine.bourke@uni-mannheim.de](mailto:josephine.bourke@uni-mannheim.de)

Mr. Christian Frey (Overseas)  
Email: [christian.frey@uni-mannheim.de](mailto:christian.frey@uni-mannheim.de)

## Outgoing Students - Nominations

Ms. Louisa Tsouvallas (Overseas)  
Email: [louisa.tsouvallas@uni-mannheim.de](mailto:louisa.tsouvallas@uni-mannheim.de)

Ms. Marie Meuer (Europe)  
Email: [marie.meuer@uni-mannheim.de](mailto:marie.meuer@uni-mannheim.de)

## Institution

University of Mannheim, Central International Office  
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Germany

[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/)

We look forward to welcoming you to Mannheim!  
Get a first impression of our university in [this video](#).



## IMPRINT:

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