



FIRST-YEAR STUDENT GUIDE

Class of 2024



Fachschaft
BWL
Universität Mannheim



UNIVERSITÄT
MANNHEIM

Fakultät für Betriebswirtschaftslehre

Dear First-Year-MMM-Students,



Welcome to your master's studies in Business Administration at the University of Mannheim. As you surely know, the Mannheim Master in Management enjoys an excellent reputation in Germany and beyond. You are now also a member of this outstanding and challenging institution, and we are pleased to welcome you at our university.

We are sure that even though the "MMM" offers you a multitude of possibilities to develop your professional skills and to specialize in your preferred area, you will also have a lot of fun during your last years as a student.

The Fachschaft BWL will help and support you in all matters concerning your studies in Mannheim as best they can. The following guide will accompany you during your time in Mannheim and will answer your questions related to the university, your studies and your daily life. During the semester, we provide you with numerous services like our website, our Instagram account, our regular newsletter and much more.

At this point, nothing should stand in your way to a successful start into the Master's degree, and we are looking forward to getting to know you and getting in touch with you. For any further questions, we are available at any time.

P. Schulze - Bahr

On behalf of the Fachschaft, I wish you much success in your studies and an unforgettable time here in Mannheim.

President of the Fachschaft BWL of the University of Mannheim

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Fachschaft

What's the "Fachschaft" all about?

The central task of the Fachschaft (= student committee) is the representation of the interests of all students in the Business School. We exercise this task on three different levels.

Academic co-determination

Pertaining to the academic co-determination are, among others, the student representation in the school council and the committee on student affairs and teaching, as well as the yearly discussion meetings with the professors. With the work of these bodies, we've managed to achieve significant developments in our study program. Exemplary of this is the restructuring of the module "Business Economics".

School council

- i** The school council acts as an advisor in all matters fundamental to the school. The school council elects the dean and the vice-deans. Subject to the confirmation of the council are staffing recommendations for the search committee, recommendations for appointments and honorary professors, structure and development plans for the school, and education, changes and cancellations of school institutions. The school council also determines the study and examination regulations of the school. The tenure of students amounts to one year, whereas the tenure of all other elected members amounts to four years.

The Committee on student affairs and teaching

- i** The Committee on student affairs and teaching addresses tasks that relate to teaching and the courses of study. These include the development of processes for evaluation and enhancement of the quality of the teaching, the elaboration of reform projects for development of the courses of study, and the discussion of criticism of events or review of questions concerning the examination regulations. The committee is a panel of the school council. It consists of up to ten members, including four students. An academic dean for student affairs is elected from the professorate for a four-year

term. The dean for student affairs presides over the other three professors, who are also part of the committee.

Student self-administration

In the fall Semester 2013, student self-administration was implemented with the help of the “Verfassten Studierendenschaft” (= student parliament, abb.: VS). This resulted in the decoupling of certain students’ matters from the university. This decoupling entailed more freedom, but also brought greater responsibilities.

Therefore, the “Allgemeine Studierendenausschuss” (= students’ union executive committee, abb.: AStA) and the various faculties’ student committees must finance themselves and draw their own budgets, based on your VS- contributions, which amount to 14€ at the moment. For example, the students, represented through the AStA, have the sole negotiating power for the determination of the prices of the semester transportation ticket with the “Rhein-Neckar-Verbund” (abb.: RNV), without involvement of the student union. Since the VS is self-financed, its selection of services is no longer dependent on the budget decisions of the university. The VS consists of the “Studierendenparlament” (= student parliament; abbv.: StuPa), the AStA, the different faculty student bodies, and the division representatives that organize within the student body councils. The student committees of the faculties receive a part of the VS contributions to provide for different services (freshmen introduction events, booklets etc.) and to represent our university at the countrywide student body conference.

Student representatives

i The student representatives debates faculty-overlapping topics originating from discussions and coordinated work between student representatives in various councils or committees. Furthermore, it serves the exchange of information between the different faculty student committees. The student representatives consists of three members from every faculty student committee and the members of AStA with a consultative function.

Events and services

Apart from the substantive and representative work of the Fachschaft BWL on the business school and faculty student body levels, we offer numerous services and events to the students. These include, for example, the bachelor and master introduction events and the legendary “Schneckenhof” parties. You will find further information on our services and events in the following section.

Services

Homepage

You can find general information about Mannheim, your studies, and the Fachschaft on our Fachschaft homepage (<http://fsbwl.de>). This is where we keep you up to date about everything from topics of the dean’s office, registration dates for exams or pictures of the latest Schneckenhof-Party – it’s always worth a visit! For easier access to the links in this guide, visit for the online version.



Fachschaft homepage



First-Year Student
Guide online version

Teaching

In addition, the Business Administration student committee endeavors to maintain the high academic level and thus the high reputation of the program, to make learning as pleasant as possible for its students. The objective is to be able to incorporate the successfully implemented elements of the e-learning offers during and after the corona pandemic as an integral part of teaching.

Teaching Award



A part of our work as students' representation is getting involved in the evaluation of teaching. For this reason, we award annually the Fachschaft Teaching Award ("Fachschaftslehrpreis") for exceptional teaching efforts.

We look forward to your suggestions and input so that we can award this again in the coming fall/winter semester.

Events

First Semester Introduction

The first couple weeks of your new studies are an eventful and exciting time. You'll meet many new people, make new friendships, get to know Mannheim, and begin thinking about your curriculum. We invest a lot of energy to make your first week in Mannheim unforgettable.

Charity Events

Each semester, the Fachschaft BWL organizes a stand on the university grounds whose proceeds are traditionally donated to a charitable organization. Before Christmas, this happens in the form of our traditional Glühwein (=hot, spiced wine) stand. Last year, the proceeds from this campaign were donated to Kinderhospiz Sterntaler e.V., which supports children with life-shortening illnesses and their families and accompanies them on their difficult journey. The stands are always located on the Ehrenhof. The Fachschaft looks forward to enthusiastic support from students and hopes to continue donating such amounts to worthy causes each year.

In addition, we organized a charity run this summer in cooperation with UNICEF. The more than 110 participants reached a total running distance of about 1260 km, raising many donations for our three selected fundraising goals. We hope to keep the spirit of such great events alive and look forward to your ideas for the next big charity event!

Jazz im Schloss

Looking for a bit of style? Each semester, the Fachschaft BWL has a blast organizing a truly unique concert series. Jazz im Schloss (= jazz in the palace) offers not only the perfect location for spending a pleasant evening with friends and discovering the excellent wine offering, but also offers something for the ears! Whether it's lively big bands, captivating solo performances, or dreamy ensembles, the acts always capture the audience. With Jazz im Schloss, a cultural event in the palace has been created which not only attracts students, but also professors, university employees, and external visitors. With that being said, this event isn't exclusively for Jazz and wine fans!



Social Events

The student council also organizes many more events where students can get to know each other. The most popular are the so-called Running-Dinner or Running-Cocktail events.

The principle of these events is to eat your appetizer, main course and dessert with a team partner in three different locations or to drink a different cocktail at each place.

At the end of the evening, when everyone is in a great mood, the evening ends together at a club in Mannheim.

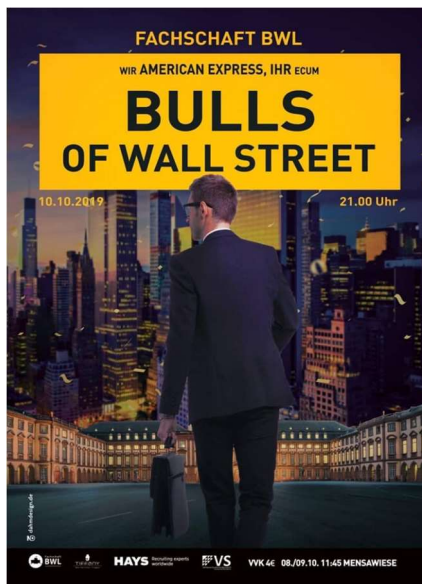
Schneckenhof Party

Under no circumstances should you miss the legendary Schneckenhof parties at the university! These parties take place every Thursday night during the semester.

The Schneckenhof parties are organized by each respective Fachschaft or the AStA and take place during spring and summer at the Schneckenhof. With a unique motto, each party offers a distinctive experience that attracts up to 3000 people every time.

These parties are always a great opportunity to party together with your friends, and they simply are a part of Mannheim!

The Schneckenhof parties organized by the Fachschaft BWL belong to the most legendary ones, and therefore are famous and known far beyond Mannheim.



Structure of the Studies

Basic Structure

The Mannheim Master in Management of the University of Mannheim is a consecutive Master's degree program which concludes with the academic degree "Master of Science".



The MMM distinguishes itself through a high degree of flexibility in the planning of the course of studies. There are only five mandatory courses for all students and the mandatory master's thesis. All other classes can be chosen freely from the following six areas without finally committing to one of them:

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

Furthermore, you can complement your studies with electives from other fields such as psychology or computer science. There is also the possibility of going abroad for a semester to one of the numerous partner universities of the business school or as a "freemover" (requires an independent application directly to the desired university). In order to get credits earned abroad transferred to Mannheim, it is necessary to arrange "Learning Agreements" with the chairs. Thereby you can ensure that the courses and grades earned abroad will be recognized by the University of Mannheim and appear on your degree certificate.

Compulsory Modules

Within the MMM, 28 of the total 120 ECTS are reserved for compulsory ("core") courses. During your master's studies, you're therefore required to complete the following courses:

BE 510 Business Economics I	6 ECTS
BE 511 Business Economics II	6 ECTS
CC 501 Decision Analysis: Business Analytics II	6 ECTS
CC 503 Empirical Methods: Business Analytics I or CC 502 Applied Econometrics	6 ECTS
CC 504 Corporate Social Responsibility	4 ECTS

You can find a more detailed description of the modules in the module catalog on the websites of the business school. Please consider this module catalog extensively for all your questions regarding courses and contents.

Electives and Elective Areas

You can find a comprehensive offering of elective courses and areas, detailed descriptions of all offered courses, as well as possible registration deadlines in the most recent module catalog on the Business Schools' website. You can find the latest module catalog here:

<https://www.bwl.uni-mannheim.de/modulkatalog-mmm/>

Up to 24 ECTS can be earned in an Elective such as Computer Science, Political Science, Psychology, Language Studies, History, Sociology, Philosophy and more. More information can be found here:

<https://www.bwl.uni-mannheim.de/media/Fakultaeten/bwl/Dokumente/Studium/MMM/Wahlfachangebot.pdf/flipbook>

Master's Thesis

Your program includes a total of 30 ECTS of scientific research. From these, 6 are reserved for your seminar research paper, and the remaining 24 for your master's thesis. You can apply for the master's thesis at your preferred chair. The different areas and chairs have varying application requirements and prerequisites, so be sure to plan ahead.

Some professors require the students to have written a seminar paper with their chair or area in order to apply for the master's thesis with the same chair.

The application for many seminar papers also requires the completion of prerequisite courses. The best resource for planning courses and checking requirements is the module catalog as well as the chairs' websites. Make sure to plan ahead to fulfill these requirements when selecting your modules each semester.

All about your Study Program

Lectures

Compulsory Attendance

At the University of Mannheim, attendance is generally not required for the majority of courses. Students can decide for themselves which courses to attend. In some courses, however, the professors will expect your attendance. In any case, it's always a good idea to visit the lectures and exercise sessions. Not all professors post solutions to exercises discussed in class online.

Explanation of the different types of the event/course formats

Live on campus: The teaching event takes place exclusively in person.

Digital live: The teaching event takes place exclusively live and digitally via e.g. B. zoom sessions.

Digital recorded: The teaching event takes place exclusively in the form of digital recordings that can be viewed independently of time.

Digital live & recorded: The teaching event takes place exclusively in digital form. The formats (e.g. zoom sessions) are recorded and then made available for time-independent use.

On campus/live & digital/live: The course takes place face-to-face and digitally. The face-to-face event is simultaneously broadcast in Zoom so that students can participate on site or via Zoom at the time of the event.

On campus/live & digital/recorded: The course takes place face-to-face and digitally. The face-to-face event is recorded at the same time and then made available for time-independent use.

Exams

Exam Registration

It's entirely your responsibility to register for exams in the student portal, provided by the University of Mannheim. In core courses (Business Economics, Decision Analysis, Empirical Methods/Applied Econometrics, and Corporate Social Responsibility), you have the option to register for the first attempt (at the beginning of the lecture-free period) or second attempt (at the end of the lecture-free period). For all other courses, however, you do not have this choice and must register for the first attempt.

The exam appointments as well as the registration deadlines are determined by the Studienbüro (= office for student services) and are made available in advance on the Studienbüro website. In case you wish to change your registration or register for an exam after the deadline has passed, you can also register or change your existing registration outside of the registration period for a 10 € fee per late registration / registration change. This is possible up to 2 days before the exam. In times of Corona these deadlines may change, please check the student service's website for current regulations.

Deregistering after falling ill or other medical emergencies is also possible. However, this is only possible with a written notice from a doctor, which is to be turned in as soon as possible to the student services office. You can find more information about this at the student services website:

<https://www.uni-mannheim.de/en/academics/during-your-studies/examinations/taking-an-examination/exam-registration-and-change-in-registration/business-administration/>

Exam Correction

After the final exams have been written, it can take a varying amount of time until students receive their grades. Multiple-choice exams will generally be graded more quickly, and some professors will even post the solutions online on the evening of the exam for self-evaluation. However, it can also take up to six weeks before exams are corrected, for example with typical hand-written exams. As soon as the exams are corrected, grades will be available for viewing on the student portal webpage.

Exam Review

After exams are graded, there is the possibility for students to review their corrected exams. By doing this, you can see which mistakes you made, and (especially in cases of failing the exam) learn for the future. Occasionally, the correctors make mistakes when they add up points or declare correct answers as incorrect. In such cases, students can make a complaint about this grading with the professor and hope for a better grade. Appointments for viewing corrected exams are made by the professors. These appointments are announced by e-mail on the professors' websites or on ILIAS. Oftentimes, you're required to register for these appointments ahead of time so that the staff can anticipate the number of students and be sure to provide each student with adequate time for questions and feedback. In case you've missed the exam viewing offered by a professor, the exams can also be viewed by appointment in the student services office:

<https://www.uni-mannheim.de/en/request-to-review-your-exam/>

Grades and Rankings

Exam Grades

For exam evaluation, grades between "1.0" and "5.0" are given. The best possible grade is a 1.0; followed by 1.3, 1.7, 2.0, and so on. Each grade between "1.0" and "4.0" can therefore be differentiated in steps of 0.3 or 0.4.

Every examination evaluated at least as 4.0 is regarded as passed. Every failed examination can be repeated once, with one exception: the one-time-use Joker Rule for MMM core courses. The repetition of the exam must happen at the next available appointment.

If the exam was failed during the first attempt, the next available appointment would be the re-sit appointment. Otherwise, the next available appointment is the first appointment of the following year.

Joker Rule

Generally, you can only repeat failed exams one time. However, there is a "Joker Rule" for required core courses. After failing the first retake attempt, the examination guidelines allow you to sit for a second retake for required core course exams. During your entire master studies, you're only allowed to use this rule once.

If you fail an exam for an elective course, you can just select another module from one of the Business Administration areas.

You can find the examination guidelines at the University of Mannheim website at:

<https://www.uni-mannheim.de/en/academics/during-your-studies/examinations/examination-regulations/examination-regulations-for-masters-programs/>

Provisional Average Grade and Ending Grade

Students often need provisional average grade reports (for scholarship,

employment, or other applications). You can receive these types of reports from the Express-Counter in the student services office in L1. After 30 completed ECTS, this average grade is added to your transcript of records. Different from the final grade of the master, this grade is comprised of all completed exam results, weighted with the total number of ECTS completed.

The overall grade of the master's degree is calculated from the area grades as the weighted average of the ECTS credits. The area grades, as well as the total grade, are all given with one decimal place. All further decimal place values are removed without rounding.

Course Rankings

After every completed exam, all students have the chance to see the course rankings according to exam results. You can get this from the Express-Counter at the student services office. In the report, you can see how many students scored above or below your result. For example, assume you've scored a 1.0 on an exam, and a total of 300 students wrote the exam. It's possible to see that you were ranked 1/300, or if you've scored a 2.3, you may be ranked 188/300. That would mean that 187 students scored a higher grade than you.

Student portal and ILIAS

Both the student portal (in German: Portal²) and the study platform "ILIAS" will accompany you throughout your entire studies in Mannheim because they contain all important information regarding courses, examinations, etc.

Student portal

You can access the student portal via the following address: <https://portal2.uni-mannheim.de>

You can log in with your university identification ("Uni-ID"), consists of some combination of your first name and last name) as a username, which you should have received with your notice of matriculation.

You can find all courses offered at the University of Mannheim if you click on "Studying" -> "Show university course catalog". First, all courses

are sorted by the course of study to which they belong. In order to display classes of the MMM, choose “Fakultät für Betriebswirtschaftslehre” (=business school) and the relevant “Master in Management” option. Via “Master’s examination” and “Gesamtkonto”, you will obtain a list of all courses sorted by areas.

Course Registration in the student portal

Some courses have a limited capacity for which the business school uses an enrollment process with an automatic move-up procedure. The registration period for master courses with limited capacity runs from August 15 to September 1 (no first-come-first-serve). The registration takes place via Portal2.

For registering for courses you should use the degree planner. You can access it via “My Studies” -> “Degree planner”. Please inform yourselves as early as possible about courses with obligatory registration and their respective deadlines.

Exams in the student portal

Via “My Studies” -> “Administration of exams” -> “Exam registration”, you can register for your exams. You find the deadlines on the Studienbüro website. If you choose “My exams”, you can display a list of exams you’ve already registered for. You can also display your exam results via “Unofficial Transcript of Grades”.

Since the Computing Center (UNIT) of the university is continuously improving the student portal, it’s worth it to explore each menu item on your own.

ILIAS

ILIAS is the learning management system of the University of Mannheim. It contains study materials as well as discussion boards for the direct exchange with the chair and your fellow students for most of your classes. In order to access ILIAS, log in with your university identification (“UniID”), consisting of some combination of your first name and last name) as a username via:

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

Type in the name of the course you are looking for in the search field at the top of the page. After you have found the correct course, click on the arrow under “Actions” and choose “Join”. The course folder will be saved to your “Dashboard” where you can always access it.

Studies Abroad

Partner Universities

The University of Mannheim offers you the chance to study in a foreign country during your master studies, either in a “traditional” exchange semester, in one of the prestigious Double Degree programs or as an independent freemover. If you have decided to take advantage of spending a semester studying abroad, you can apply in September (Double Degree) and October (semester abroad) of your first semester for partner universities of the Business Administration (“BWL”) faculty. For this application, you will need to hand in a priority list of preferred partner universities as well as other documents (letter of motivation, certificates, language certificates, etc.). Please note that the University of Mannheim offers a language certificate which is a lot cheaper than common tests such as the TOEFL/IELTS. This certificate may already be sufficient for your application. More about the certificate: <https://www.uni-mannheim.de/en/academics/going-abroad/studying-abroad/proof-of-language-proficiency/>

You can find the most relevant information and information session appointments at the Dean’s website:

<https://www.bwl.uni-mannheim.de/en/international/outgoings/mmm/>

Freemover

You also have the opportunity to apply as a “freemover” to universities abroad which are not partner schools of the business faculty of the University of Mannheim. The Dean’s Office will give you further information about this option during your first semester.

Double Degree

As another option, you can apply to the Double Degree program of the business faculty in order to spend two semesters at one of seven re-

nowned partner universities. The focus of the respective partner university may determine the area of specialization for the remainder of your master's degree. Please note that the application deadline for the Double Degree program will be as early as September during your first semester. This leaves you with the opportunity to apply for a normal semester abroad if you are not accepted to the Double Degree program. For more information, please visit:

<https://www.bwl.uni-mannheim.de/en/international/mmm/>

Miscellaneous

Dean's Office Newsletter

This newsletter contains important information regarding your studies and selected offers from corporate partners of the Business School.

Register via:

<https://www.bwl.uni-mannheim.de/en/about/news-events/newsletter/>

More information and interesting articles can be found on the Facebook or Instagram page of the Dean's Office. A "like" will be worth it:

<http://www.facebook.com/University.of.Mannheim.Business.School>

<https://www.instagram.com/bsunimannheim/>

Letters of Recommendation

In order to apply to most scholarships and to some universities abroad, you will need to provide letters of recommendation from your teaching professors. The Dean's Office has established a central point of contact for letters of recommendation:

<https://www.bwl.uni-mannheim.de/en/programs/letters-of-recommendation/>

Frequently Asked Questions

On our website, we've created a page of FAQs where you can find answers to many commonly asked questions. Here you can also find many details that are maybe still unclear to you:

<http://fsbwl.de/nuetzliches/faq>

To Do List

Don't panic! :)

Everything will be explained to you in detail during the orientation week. Except for attending the orientation events, we recommend the following:

Week 0

- Download relevant apps for your mobile phone (UniMa, UBMannheim, StudiPlus)
- Get to know your fellow students
- Participate in the online area market on 21st of August 2022 to learn about the chairs' offerings – from student to student!

Week 1

- Visit as many events of the orientation week as you can & have fun
- Register by midnight September 1st for your final selection of restricted courses and register for any other course you want to take to ensure you receive all related information
- Pick up and activate your ecUM student ID. Activate AutoLoad to save money and make loading money via automatic bank transfer easy!
- Set up your account for printing (there are two kinds of accounts: for the BWL Pool in L5 on the 2nd level on the left (2 cents per page) and for the library (4 cents per page))
- Participate in your first classes and get course-specific information
- Join kick-off meetings of student clubs and initiatives (especially the Fachschaft BWL)
- Buy your semester ticket. When you register your new residence at the city's inhabitant registry office, you will receive one semester free of charge! But even without a semester ticket, you can use your student ID to commute by public transport from 7:00 p.m. to 5:00 a.m. the following day, as well as all day on weekends and holidays in the respective area of validity.
- Download and set-up the NextBike app (as a student of the University of Mannheim you can borrow NextBikes several times a day for up to 30 minutes free of charge).

- Get informed about Studium Generale and Institute of Sports offerings (i.e. the sports day)

Week 2

- Participate in your first exercise and tutorial classes
- Register at GEZ, apply for BaföG if applicable, submit your proof of health insurance document, declare your residency at the „Einwohnermeldeamt“ (inhabitant registry office)
- Start feeling at home in Mannheim and look forward to two incredible years.

Residency registration

You must declare your residency at the „Einwohnermeldeamt“ (inhabitant registry office) in Mannheim within one week of moving. This rule applies to all German citizens as well as to international guests who will stay in Germany for more than three months.

The office closest to the university is located in K7.

You can either just show up at the municipality's office, draw a waiting number and wait for your turn (not recommended due to long waiting times) or register online for an appointment (website only in German) at <https://tempus-termine.com/termine/index.php?anlagennr=36>. You will receive a confirmation number that will then be called in the office. You will need to bring the following filled-out documents: residence registry form ("Meldeschein"), landlord confirmation form ("Wohnungsgeberbestätigung"), which are both available on the website of the city of Mannheim, and a valid passport. You must also bring a printed version of your certificate of enrollment if you wish to receive the aforementioned semester ticket free of charge. For more information and help you can contact the university's international office:

<https://www.uni-mannheim.de/en/academics/coming-to-mannheim/international-students/upon-your-arrival/>

The University

Key Facts and History (as of 2022)

Professors:	200
Professors of the Business Faculty:	over 50
Research Assistant:	about 840
Other Assistants:	about 570
Students:	about 12,000
Students of the Business Faculty:	about 4,000
Overall budget:	about 140 million Euro
Of which are third-party revenues:	about 22 million Euro
Accreditation (Business Faculty):	"Triple Crown" = AACSB, EQUIS, AMBA

1907 A School of Commerce ("Handelshochschule") was founded in Mannheim

1933 Integration of the School of Commerce into the University of Heidelberg, initiated by the Nazi regime

Eleven Jewish lecturers fell victims to the Holocaust, one of them was head of the Institute of Psychology and president of the School of Commerce, Otto Selz

1946 New formation of the School of Commerce as a public business school



The insignia of the university, whose squares symbolize the close relationship with the city of Mannheim, dates back to this time. The letters IN OMNIBUS VERITAS originate from Karl-Theodor's charter, with which he brought the Electoral Academy of Science into being in 1763.

"Truth in all shall be the supreme law – in omnibus veritas suprema lex esto" is the complete quotation."

1967 Official designation as a university

Currently the University of Mannheim hosts five different faculties:

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

Dean's Office, Examination Board, and Office for Student Services

Dean's Office

Next to the Fachschaft BWL, the Dean's Office is your first point of contact for all issues and questions regarding your studies. It is also our most important partner for all study matters in which we represent you.

You can send an e-mail to Julia Dreisbach if you have general questions about your studies: julia.dreisbach@uni-mannheim.de

For questions regarding a semester abroad, please visit the following website:

<https://www.bwl.uni-mannheim.de/en/international/outgoings/>

The Dean's Office is also responsible for:

- Selection and admission of students
- Management of courses of study
- Coordination of foreign relations and international exchange
- Quality management and accreditations
- Cooperation with corporate partners
- Organization of graduation ceremonies

Examination Board

When it comes to grades and courses, the Examination Board is your first point of contact. The board is, for example, responsible for the recognition of the grades during your semester abroad or the recognition of grades and other academic achievements in Mannheim.

The Examination Board also cares for:

- counseling regarding questions about the examination regulations
- counseling in cases of hardship
- recommendations for internships

You can contact the Examination Board via: pa.bwl@uni-mannheim.de

Office for Student Services ("Studienbüro")

The Office for Student Services is responsible for administrative matters, such as:

- transcripts of records (including a preliminary grade average as soon as 30 ECTS are reached)
- registration, de-registration, and re-registration regarding exams as well as cases of de-registration due to sickness
- enrollment certifications / semester fees / renewals of matriculation
- withdrawal from course of study

You can contact the Office for Student Services via:
expressschalter@verwaltung.uni-mannheim.de

Campus Map



You can also find the map on the back of this booklet.

From West to East:

Student Organization House (Parking 39): The building is located across the A5 library. There you can find the offices and meeting spaces of student associations (such as the Fachschaft's office).

Mensa: This building hosts the cafeteria as well as the GREENES café. Apart from that, you can find various offices of the Studierendenwerk Mannheim (=student union), where you can get counseling regarding different topics, for example university housing.

A3: The square A3 is mainly known to students because of room A3-001, which is the largest lecture hall of the university, with space for about 800 students at a time. Also, the library of the Faculty of Humanities is located on the first floor of this building.

Office of Student Services (L1,1): The Office of Student Services is the right place to go for questions concerning the administration of your studies, especially your exams. In case of illness, you hand in your doctor's sick notes here.

Dean's Office (L5,5): The Dean's Office is the management and administration unit of the Business School. It is responsible for the course of study management, quality assurance and the coordination of relations to partners abroad.

BWL-Pool (L7, 2-5, 2nd floor): The BWL computing pool consists of two rooms equipped with computers which are open to all students of the University of Mannheim. Not only can you use the computers for free, but you can also print more cheaply than in the library. However, access has been limited since the Covid pandemic.

Lecture Halls and Names

A large part of the university is located in the “Schloss”, which is the largest Baroque-style palace in Germany. To find your way around, you have to know that the Schloss is divided into different wings whose abbreviations are based on their German names:

- East Wing / Ostflügel (O)
 - Schneckenhof, divided into
 - Schneckenhof East / Ost (SO)
 - Schneckenhof North / Nord (SN)
 - Schneckenhof West (SW) and
 - Schneckenhof South / Süd (SS)
- Ehrenhof East / Ost (EO)
- Middle Wing / Mittelbau (M)
- Ehrenhof West (EW)
- West Wing / Westflügel (W)

Apart from that, the university has more lecture halls in squares A5, B6, A3, L7 and L9.

Most of the time, your lectures will take place in the Schloss, the lecture hall in A3, and in various rooms in L7 and L9.

The room numbers are based on the different wings. Room EO 150 is therefore located in Ehrenhof East. In this case, the first digit tells you that the room is situated on the first floor of the wing. The rest of the room number just gives you a rough orientation where to look for your lecture hall on that particular floor.

EO 150 = Ehrenhof East (wing) 1 (floor level) 50 (room number)

At first this might be confusing – but don’t worry, you will find your way around faster than you think!

Libraries and Printing

There are four large libraries where you can study. While the relevant books, journals and magazines for business administration students can be found in the Schneckenhof Library ("BWLer Bib"), you can use all four libraries for studying. Furthermore, most books that you might need for your courses can be borrowed from the Schloss Westflügel Library (Central Lending Library with Textbook Collection).

During the exam period, some libraries (e.g. the Ehrenhof Library) offer extended opening hours.

In addition to the four library areas, consisting mostly of quiet areas, the Learning Center was opened in the spring term 2014. You won't find complete silence here, but an ideal atmosphere for group work.

As the demand for spots in the libraries is high, especially during the exam period or exam preparation period, it's worth looking at the 'library traffic lights', which show the current occupancy rate of the different areas: <https://www.bib.uni-mannheim.de/en/locations/available-seats/>

83 free		<u>A5 Library</u>	3D
		Social Sciences, Mathematics and Informatics, EDC, MZES	
198 free		<u>Schloss Ehrenhof Library</u>	3D
		Hasso Plattner Library – Law, Economics, History, Economic Geography and the Ernst & Young Foundation for Accounting, Business Taxation and Tax Law	
207 free		<u>Schloss Schneckenhof Library</u>	3D
		Business Administration	

Guided library tours

As a chance to easily get to know the various library areas and their lending policies, the university library offers guided library tours, especially at the beginning of each semester. You'll need to sign up in advance for the tours. Check the university library's website in advance for tour dates and times.

You will find all important information at: <https://www.bib.uni-mannheim.de/services/kurse-und-tutorials/fuehrungen/>

Printing / BWL Pool

You can print all types of documents in all library areas using your ecUM card. To do so, you'll need to open a separate "printing account" at one of the ecUM terminals (e.g. at the Infocenter of the university library) and transfer money from your ecUM to your printing account.

Printing in the library is convenient for smaller printing jobs which can be sent to the printers via the computers in the libraries or via USB stick. However, in case you want to print a large amount of lecture notes, it's not advisable to use the printers in the university libraries since printing large documents can be pricey. (4 to 5 cents per page).

A good alternative is the "BWL Pool" on the second floor of the building in L7, 3-5. The price in the BWL Pool is just 2 cents/page. Additionally, you can use the BWL Pool to color print and bind your term papers, seminar theses or master theses. Further, several external copy shops are located very close to campus if you want to print or bind documents in a very specific manner.

More than just studying

Studium Generale

Studium Generale promotes general education in the form of extracurricular studies. It offers various classes in the fields of foreign language, IT and communication. The fee for a regular class (for example a language class) is 69 Euro per student. For other classes, you should check the website for the exact fee.

Supplementary services:

- Internationally recognized language certificates: TOEFL, IELTS and GMAT (English), telc Test (English, French and Spanish) and DELE (Spanish)
- Trainings for students
- Translation service for students
- Broad offering of cultural activities. For example: speeches, theatrical performances and practice lessons in music

Further information can be found here:

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

Institute of Sports

The Institute of Sports offers a broad program for students and employees of the University of Mannheim. Over 600 sports courses in 82 different disciplines offer you the opportunity to find a balance to your studies. Most courses are offered free of charge.

The following sports facilities are available:

- Gym in D2 with student-friendly membership fees
- Health Center in E7
- Tennis courts in the "alter Schlossgarten" (=old palace grounds)
- Sports field "Schnickenloch"
- Alfred-Delp-Sports-Facility in Friedrichspark (located directly behind the Mensa) for basketball, soccer, beach volleyball, beach handball and beach soccer
- "Unisporthalle", sports center close to the Carl-Benz Stadium

- Yoga Center in C7

Each year at the beginning of September, the Sports Day of the Institute takes place at the Mensawiese (green area in front of the Mensa). Here, you can try out different sport disciplines offered by the Institute of Sports and talk to the trainers in charge.

Dates and more information can be found here: <http://www.uni-mannheim.de/sport/>

Financing opportunities

Student assistant and tutor positions

Appealing part-time jobs for students are positions as (unaudited) student/research assistants. Most chairs and institutions of the university, e.g. the international office, regularly look for students for various tasks. In addition to good compensation and proximity to the university, such a student assistant job offers great insights into university processes. You can find all currently available student assistant positions of the business school on the following website: <https://www.bwl.uni-mannheim.de/fakultaet/stellenangebote/>

In contrast, tutor positions are usually posted directly on the chairs' websites. For some classes, the students with the best exam results are contacted directly by the chair. However, this is rarely the case. Should you have excelled in a certain class and are confident that you're capable of being a tutor for this course, it's worth sending an unsolicited application to the respective chair.

Career Network

The University of Mannheim has a job board which is regularly updated with vacancies for internships, working student positions and entry-level career opportunities. An additional feature is the so-called CV Book. Students can upload their CV and make it available to companies. The companies can then contact you if they think your CV is interesting for an open position they have. Oftentimes, you are directly invited to an interview, e.g. during the career fair.

The Career Fair, organized by the Career Network, is a three-day event held every April. About 100 companies participate in the career fair, present themselves and conduct workshops. This presents an excellent opportunity to get in touch with companies and maybe even secure an internship.

Here's the link to the career network: <http://careernet.uni-mannheim.de/>

Scholarship opportunities

In addition to the large foundations like the "Studienstiftung des deutschen Volkes", there are several other possibilities. Among them is the "Deutschland Scholarship", which is awarded by the university. You can apply for this scholarship via the student portal.

More information regarding the "Deutschland Scholarship" of the University: <https://www.uni-mannheim.de/en/scholarships/>

It is only a myth that you need to have a 1.0 (A+) in your high school or university diploma to receive a scholarship. Social engagement, volunteer work and your individual personality are at least as important in the selection process. If you decide to apply, chances of being accepted for a scholarship are often not as bad as one might think. This is true for many scholarships, not only for the "Deutschland Scholarship".

It is also not correct that you only have a chance of receiving a scholarship if you apply directly after graduating from high school or during your first semesters. Many students apply later in their studies, and then you still don't need a 1.0 (A+) grade point average to be considered.

As a basic rule: the effort you put into preparing a scholarship application is clearly disproportionate to the benefits you receive in case of a successful application. Therefore: believe in yourself and apply!

Useful IT tools

Microsoft Exchange

Microsoft Exchange was introduced this semester. It is the standardized system for e-mails, calendars and address books for all employees and students of the University of Mannheim. There you will receive important information from the university and get in touch with other people from the university.

It is very important that you check your mailbox regularly. It is not recommended to automatically forward your e-mails to your personal e-mail address, as mails from the university are sometimes not forwarded correctly. Rather, your Exchange account should be integrated into your respective email program such as Outlook.

For more information on the integration, please check the instructions on the following website:

<https://www.uni-mannheim.de/en/it/instructions/microsoft-exchange/>

Living in Mannheim

Since it would go beyond the scope of this brochure to list all relevant information about Mannheim, we provide a more detailed Mannheim-Guide on our website:

<http://fsbwl.de/en/freshmen/mannheim-city/quadratstadt-mannheim>

Nevertheless, you'll find all information necessary to survive the first few weeks on the following four pages.

For a cozy evening or a wild night out

Mannheim offers a wide variety of bars for all tastes. In the following, you'll find an overview of our favorite bars. However, nearly every bar in Mannheim is great – so just get out there and find your favorite!

Cocktails

- Barrios (Q5, 4)
- Novus (M4, 1)
- N Eins (Stadthaus N1)

Pubs

- Destille 13 (Q2, 13)
- Zur Goldenen Gerste (F2, 13)
- Tomate (B6, 12)
- Cafe Vienna (S1, 15)
- O'Reillys Irish Pub (L15, 7-9)

Beachbar

- Neckarstrand (Cahn-Garnier-Ufer)
- Hafen 49 (Hafenstraße)

Shisha bars

- Kanka (Q4, 6)
- Deja-Vu (S1, 10)
- Barock (N3, 1-2)
- VIP Lounge (O7, 16)

Mannheim's "Jungbusch" neighborhood is especially well-suited for bar-hopping evenings since the Jungbusch offers very diverse bars - ranging from trendy pubs to gin bars - located in a compact neighborhood.

Trendy bars

- Taproom (Beilstraße 4)
- Kietskönig (Jungbuschstraße 18)
- Hagestolz (Jungbuschstraße 26)
- Maria (Jungbuschstraße 12)

For small and large appetites

You'll find a large number of restaurants and cafés in Mannheim's city center. Whether burger, low-budget or international cuisine, you'll find something for every craving. Below, we've listed some special restaurants that are perfect fits for your parents' visit (or a first date). Apart from this, these special restaurants offer delicious and often fancy dishes at moderate prices.

Kebap

- Little Istanbul (H1-H3) – kebab places every 50 m

Cafés

- Café Flo (Friedrichsplatz 15)
- Café Sammo (B1, 4 & A3, 7)
- Café Lido (Seckenheimer Straße 26)
- Café Prag (E4, 17)
- Helder & Leeuwen (N3, 15)

Burger

- Lenok's Burger
- Henriette
- Jamy's

Student restaurants

- Café Vienna
- La Foccacia
- Le Voyage

Special restaurants

- OhJulia

- Bustan
- Dachgarten
- Die Kuh die Lacht
- Die Küche
- N1

International cuisine

- Restaurant Afrika Mannheim
- Pinzgauer Stub'n
- Barrios
- Burrito Baby
- Mémoires d'Indochine
- Yam Yam
- Mima Peru

When the night is too young to end

You'll soon get to know Mannheim as a real party city due to its numerous clubs within walking distance. The offer of clubs is extensive, but the mainstream clubs Chaplin, Zimmer and Tiffany are the most popular ones. Be aware that students get free entrance to the mainstream clubs every Thursday. If you want to party at Tiffany (the unofficial BWL club), you're better off wearing a shirt and more chic clothes on the weekends (dress code applies).

Mainstream clubs

- Cubes
- Tiffany (more exclusive)
- Chaplin
- Zimmer
- SoHo

Techno

- MS

Cheap & Big

- Musikpark Ludwigshafen

Open-Air

- Hafen 49 (in summer)

For those who want to spend some time away from university there are plenty of opportunities for spending your spare time in and around Mannheim. Below you can find an overview of some leisure activities in the area.

Sports / fun

- Wide array of offers by the Institute of Sports

Gyms

- Venice Beach
- D2
- John Reed

Lasertag

- LasertagOne
- World of Lasertag

Sports teams

- Adler Mannheim (ice hockey)
- Rhein-Neckar-Löwen (handball)
- SV Waldhof Mannheim (soccer)
- Mannheimer HC (hockey)
- TSV Mannheim (hockey)

Outdoor Pool

- Stollenwörth pool/ "Stollenwörthweiher"
- Herzogenried pool/ "Herzogenriedbad"

Culture

- National theater Mannheim
- Technoseum
- Planetarium
- Events at the Old Fire Station/ "Alte Feuerwache"
- Palace Museum/ "Schlossmuseum" Recreation / parks (sometimes also in the winter)
- Rhine terraces/ "Rheinterrassen"
- Luisenpark
- Herzogenriedpark
- Neckar meadows

- Palace garden Schwetzingen
- Rose garden / water tower

With your parents

- For every first visit, do the Market Square -> "Paradeplatz" -> Water tower tour
- Historic center of Heidelberg and castle ruins

Winter

- Ice sports center Herzogenriedpark
- Christmas markets (Water tower, Kapuzinerplanken)
- Water park Miramar

Shopping

- Engelhorn (especially the Engelhorn sales in September)
- Rheingalerie Ludwigshafen
- "Planken" – main shopping street in the squares
- Q6 / Q7
- Fresh grocery market at the market square (weekends and every second day during the week)

We wish you successful studies and a great time in Mannheim!

Your Fachschaft BWL



A big thank you goes to the Dean's Office of the Business Faculty for their support!

To stay up to date at the beginning and during the semester, visit our website at <https://fsbwl.de/> and our Instagram pages <https://www.instagram.com/fsbwl/> and https://www.instagram.com/mmm_fsbwl/.

You would like to share insights into your everyday study life with the Faculty of Business Administration? Then use the hashtags:

- #BSUniMannheim
- #MannheimerForLife
- #UniMannheim
- #MyUniMa
- #MannheimMakesYouMatter

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Editors: Ryder Digmon, Lennart Fritzsche, Julia Schlosser, Marten Gillwald, Michelle Holzmüller, Joséphine Levedag, Moritz von Müller, Ann-Katrin Hauer, Alexander Sökeland

Based on the work of: Madleen Meier-Barthold, Nicolas Dahmt, Marie-Sophie Dumont, Victoria Engels, Máté Fischer, Victoria Meinecke, André Petry, Krause Valley

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ZENTRALE ANLAUFSTELLEN UND VERANSTALTUNGSRÄUME

