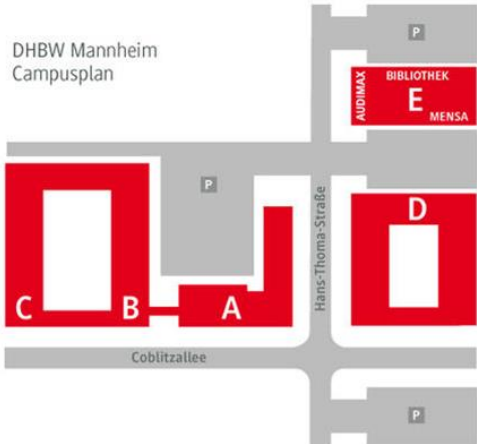


Contact Information

Mailing & Visiting Address:	Duale Hochschule Baden-Wuerttemberg (DHBW) Mannheim International Office Coblitzallee 1-9 68163 Mannheim Germany
Website:	https://www.mannheim.dhbw.de/en/international/international-office
Website for Exchange Students:	https://www.mannheim.dhbw.de/en/international/exchange-students/exchange-students
Student Contacts:	Ms. Yulia Uksekova , Exchange Students Administrator, Erasmus OLA (Online Learning Agreement) international@dhbw-mannheim.de , Tel. +49 621 4105 1184 Mr. Daniel Samsel , DHBW Students Coordinator, international@dhbw-mannheim.de , Tel. +49 621 4105 1184
Other contacts:	Mr. Carsten Muench , Head International Office, International Program Coordinator, Programs outside Europe international@dhbw-mannheim.de , Tel. +49 621 4105 1184 Ms. Luciana Winkelhausen , ERASMUS Coordinator, South America Programs, BW Scholarship administration international@dhbw-mannheim.de , Tel. +49 621 4105 1184
Where to find us:	 <p>The International Office is located in Building D, Room D 009.</p>

Academic Calendar 2023/2024

Fall 2023:	<ul style="list-style-type: none"> • August 21 – 25, Orientation Week • August 28 – December 15, classes including exams (16 weeks)
Spring 2024:	<ul style="list-style-type: none"> • February 5 – 9, Orientation Week • February 12 – June 7, classes including exams (17 weeks)
Important:	<p>Before and during the orientation week the IO organizes the following services:</p> <ol style="list-style-type: none"> a. Video sessions before arrival. b. Housing placement, course planning, etc. c. Pick up service from Mannheim railway station to student dormitory d. Support in all official purposes (registration, bank account, visa extension, health insurance, etc.) e. Campus & City tour and Orientation Day with class registration f. German placement test for non-native speakers, if necessary

Nomination and Application

Nomination Deadline and Procedure:	<p>April 30, for Fall Semester / September 30, for Spring Semester</p> <p>Partner universities should send an email to international@dhw-mannheim.de with the following information about the students:</p> <ul style="list-style-type: none"> • Family Name • First Name • Birthday and Place of Birth • Nationality • Email Address • Semester(s) applied for
Application Deadline and Procedure:	<p>May 31, for Fall Semester / October 31, for Spring Semester</p> <p>Either the home university or the student needs to send the completed application by email to international@dhw-mannheim.de . The following documents are required:</p> <ul style="list-style-type: none"> • DHBW Application Form for Exchange Students (students need to download the application form and save it before starting to fill in the blanks) • Official transcript of records from the home university • CV in English or German • For EU Citizens: Copy of valid ID or valid Passport For Non-EU Citizens: Copy of valid Passport • Passport size photo • Proof of health insurance
Website for application:	<p>https://www.mannheim.dhw.de/en/international/exchange-students/application</p>

Accommodation

<p>Students will be informed about housing options upon the acceptance of the exchange application. The International Office (IO) at DHBW Mannheim attempts to place all students in a student dormitory. Once the exchange application is received, an accommodation will be reserved in one of Studierendenwerk Mannheim's dormitories. Studierendenwerk Mannheim, the service company for all Universities in Mannheim, is an independent company and the IO of DHBW Mannheim only takes care of the application process for exchange students. More information available at: https://www.stw-ma.de/en/International.html</p> <p>When living in a student dormitory, students must rent a room for a minimum of 1 semester! In the Fall Semester, all housing contracts run from August 1 - December 31, and in the Spring Semester from February 1 – June 30.</p> <p><u>Students will be placed in one of the following student dormitories:</u></p> <ol style="list-style-type: none"> 1. Hafenstrasse 35-45, 68159 Mannheim, Single room approx. 1.925 € / semester, 3-6 students per apartment. 2. Carl-Zuckmayer-Straße 13-17, 68169 Mannheim, Single room approx.1.660 € / semester, 7-8 students per apartment. 3. Ulmenweg 55, 68167 Mannheim, Single room approx.1.740 € / semester, 4-6 students per apartment. <p>The different prices depend on room and apartment size and include a room cleaning service before arrival.</p> <p>All rooms are furnished with a wardrobe, shelf, desk, chair, and bed. Additionally, bed linen will be provided. Internet access is free, but there is no Wi-Fi, meaning a Lan-Cable is required! Heating and electricity are included in the monthly rent. There is no meal plan and the dormitories are located in the center of Mannheim, approximately 30-40 minutes from the university by tram. The trams run 24/7.</p> <p>If students cannot be placed in a student dormitory, the IO will assist students in finding a private accommodation.</p>

Visa

<p>Countries from which a visa is not required</p>	<p>Members of the EU and of the EFTA (i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance/student visa, but need to register at the governmental registration office. EU and EFTA citizens will neither have to register at the foreign registration office nor will they need a residence permit.</p> <p>Members of the following countries also do not need an entrance/student visa, but will have to register at the foreign residence office and apply for the residence permit after their enrollment at DHBW Mannheim: Australia, Canada, Israel, Japan, New Zealand, South Korea, USA.</p> <p>When it comes to visa matters, it is the nationality of the student and not the University which determines what the appropriate procedure is. Example: If a student studies in a European country and has a residence permit for this country, but the nationality of the student is neither European, nor from one of the seven countries listed above, the student needs to apply for a student visa in Germany.</p>
<p>Countries from which a visa is required</p>	<p>Students from other countries have to make arrangements for obtaining a visa while still in their home country. Entrance with a tourist visa is not allowed! An entrance/student visa is required for students from these countries in order to be able to enroll. An entrance visa will be converted into a residence permit for study purposes following enrollment in Mannheim. The conversion of a tourist visa into a residence permit after entry into Germany is NOT possible!</p>

Insurance

<p>Compulsory:</p>	<p>Health Insurance</p> <p>All students in Germany are required to have a student health insurance policy. Students cannot be enrolled at DHBW Mannheim without providing proof of health insurance coverage. A travel insurance is not sufficient for studying in Germany!</p> <ol style="list-style-type: none"> EU-Students: EU citizens should have the EHIC (European Health Insurance Card). By presenting this card, students will be exempt from acquiring the necessary German health insurance coverage. Students need to present a valid card for enrollment. Non-EU Students: We strongly recommend all our exchange students from non-EU countries purchase a statutory German health insurance due to the following reasons: if you have international/private insurance, you will be responsible for all treatment costs up front and reimbursement by insurance company may take several weeks. Hospitalization is very expensive and can lead to financial problems! <p>You have two possibilities:</p> <p>a) German health insurance: Please contact Mr. Sascha Striehl from public health insurance AOK and apply for a German health insurance from your home country. His e-mail address is sascha.striehl@bw.aok.de</p> <p>b) Private health insurance: A private health insurance company has to cover for the whole duration of your stay (studies) in Germany and fulfill certain requirements like outpatient treatment and inpatient treatment at a German public health insurance. If you want to keep a private health insurance, you need to request a verification of your home insurance by contacting Sascha Striehl from the German insurance AOK by e-mail sascha.striehl@bw.aok.de , BEFORE you come to Mannheim! You will need to send him your health insurance with benefit plan by e-mail.</p> <p>General Information about the Health Insurance System in Germany can be found here in at least 10 different languages: https://icwb.com/de/incoming-en</p>
<p>Recommended:</p>	<p>Personal Liability, Emergency Medical Evacuation and Repatriation</p>

Academic Programs and Classes

Class registration:	Registration for classes will be completed individually for each student after arrival in Mannheim. Classes in English are offered in the International Program and in various departments. Students may choose classes from all programs and departments. Students can receive detailed information about classes offered in German upon request.
Website for English Classes:	https://www.mannheim.dhbw.de/en/international/exchange-students/academic-information
Language Requirements:	<ul style="list-style-type: none"> No proof of English speaking abilities is required for students from partner universities! Students who want to take regular classes in German (NOT including German language classes) need to have B2 CEFR (Common European Framework of Reference for Languages) or higher, or provide sufficient proof of equivalent German proficiency.
Class Format / Work Load:	<ul style="list-style-type: none"> Class formats include, among other things, lectures, business games, tutorials, and independent studies. The average workload per semester is 25-30 credits. 1 credit (ECTS) = 30 hours. While there is no minimum number of credits for exchange students, the maximum number of credits is 36 ECTS per semester.

Grading System



For a more differentiated assessment, individual grades are awarded with one decimal point.

German Grade	Definition	ECTS Grade equivalent	Grade description (on the basis of the assessment criteria)
1,0 - 1,5	excellent performance	Very Good (A)	Outstanding academic achievement.
1,6 – 2,5	a really competent performance	Good (B)	Achievement, which is substantially above average.
2,6 – 3,5	competent performance	Satisfactory (C)	Achievement, which meets average requirements.
3,6 – 4,0	minimum requirements satisfied	Sufficient (D)	Achievement, which satisfies requirements.
< 4,1	Unsatisfactory and not corresponding to the requirement	Fail (F)	Achievement, which is below the minimum requirements.
P	“Passed” There is no grading for this type of lecture or seminar.		No examination is required; student is evaluated during the semester taking into consideration the whole performance and participation in class activities.
Aud	“Audited” There is no grading for this type of lecture or seminar.		No examination is required; student attended the lecture regularly.


Other

Transportation:	The local transport infrastructure is well-developed with buses, trams, and trains, allowing for easy-access throughout the entire covered area. Students can purchase a semester-ticket for about 185€. This ticket is valid for a period of 6 months and can be used in the whole Rhine-Neckar-Region for the interconnected transport system which includes trams, buses, and local trains.
Fees:	By law, all enrolled students (including exchange students) must pay their contribution for the Studierendenwerk Mannheim, the service company for all Universities in Mannheim. This is the „ Semesterbeitrag “. Some of the benefits include: use of the sports facility either free of charge or for a small fee, inexpensive accommodations, and meals for a reduced cost at the main cafeteria. Therefore, in order to be officially registered at DHBW Mannheim and receive the official Student ID, all students have to pay 104,60 € per semester.
International Summer Academy 2023	In August, exchange students can take a 4-week intensive German course at the University of Mannheim prior to the Fall Semester at DHBW Mannheim. Students can participate in the International Summer Academy! More information will be made available upon application, or can be found here: https://www.daf.uni-mannheim.de/en/

Social Media

	Visit us on YouTube! Just click on the link below or simply look up „Study Abroad at DHBW Mannheim“ on YouTube to experience a glimpse of what it means to be an exchange student at DHBW Mannheim. http://www.youtube.com/watch?v=s_yQe0QeP2E
	During the orientation week and throughout the entire semester, students can also contact us through WhatsApp or WeChat. Students will also receive a phone number to contact in case of emergency.

Buddy Program

	There is a Buddy Program for all international students in Mannheim. Besides the Buddy Program, VISUM is another organization that also organizes trips, events, and student parties. More information can be found at: https://www.visum-mannheim.de and on Facebook: https://www.facebook.com/ESNVISUM
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