



MBA Exchange Fact Sheet Mannheim Business School, Germany

INTERNATIONAL EXCHANGE CONTACTS

Institution	Mannheim Business School	
Accreditation	AACSB, EQUIS, AMBA	
Address	L 5, 6 68131 Mannheim, Germany	
Website	www.mannheim-business-school.com	
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Head of International Relations <i>Key contact for MoUs, Nomination, Strategy, and Exchange Balance</i> Email: hall@bwl.uni-mannheim.de		Ms. Yvonne Hall Phone No.: +49 621-181-1474
International Relations Coordinator & Outgoing Students Advisor Email: fischer@mannheim-business-school.com		Mr. Christian Fischer Phone No.: +49 621-181-3649
Incoming Students Advisor <i>Key contact for exchange participants</i> Email: ft.mba@mannheim-business-school.com		Ms. Sinah Nick Phone No.: +49 621-181-1369



GENERAL EXCHANGE INFORMATION

Academic Calendar 2017/18

Term Dates	Term 1: 13 September – 21 December, 2018
	Term 2: 7 January – 22 March 2019
	Term 3: 25 March – 14 June 2019
	Term 4: 17 June – 30 August 2019 (Master Thesis Phase)

Exchange participants are welcome to come for **Term 1, Term 2, and Term 3.**

Nomination Deadlines & Registration

Term 1	June 15, 2018
Term 2	January 9, 2019
Term 3	January 23, 2019

Please send the nominations via email to the Head of International Relations – Ms. Yvonne Hall (hall@bwl.uni-mannheim.de) and ft.mba@mannheim-business-school.com with the following information:

- Name of student(s)
- Email address for each of your students
- Field of study
- Course Selection

Registration

After the nomination is approved by the exchange coordinator, the exchange participants will be contacted via email for the registration process. Once registration is complete, exchange participants will receive their Confirmation of Enrolment documents as well as further information related to their exchange with MBS.

Additional Information

Relevant information for staying in Mannheim, such as visa, residence permit, and health insurance, is available on our webpage: <https://www.mannheim-business-school.com/en/the-school/exchange-students/>.

ACADEMIC INFORMATION

Academic Requirements

Information on Courses	<p>MBS offers various courses at the MBA level. Exchange participants can choose between courses offered according to availability and recommendations/requirements set by their home institution.</p> <p>Examples of courses:</p> <ul style="list-style-type: none"> ▪ Responsible Business Negotiation ▪ Consumer Behaviour ▪ Global Information Management <p>A course catalogue containing a list of available courses and their course descriptions will be sent to the exchange coordinators at the exchange participant's home university.</p>
Credit System & Workloads	<p>MBS uses ECTS for every course offered to exchange participants. One ECTS is equal to approximately 25 – 30 working hours, including in-class contact hours, preparation, follow-up, and assignment. Courses offered for the exchange program in Mannheim have either three or four ECTS.</p>
Attendance	<p>Every participant is self-responsible for ensuring her/his attendance in all classes and mandatory academic assessments. A participant fails a graded academic assessment when she/he does not participate in the assessment or leaves after the beginning of the assessment without a valid reason.</p> <p>Failure to attend any of the graded academic assessments results in failing the assessment. In case of failing the whole course a re-sit option can only be granted by the Examination Board upon written request.</p>
Assessment	<p>Forms of academic assessment include examinations, assignments, simulations, and presentations. In order to pass a course, a participant must 'pass' with the final grade, which contains all assessment components of the course (e.g., case study assignment, individual assignment, exam).</p> <p>According to the Examination Regulations of the Mannheim Full-Time MBA program, a participant who fails a course will have the opportunity for one re-sit. The re-sit can only be granted by the Examination Board upon written request and must be taken within two months after the communication of the grades for the respective course.</p>

Grading System	The grading system used and the final grades given at MBS are as follows:										
	<table><tr><td>Very Good</td><td>Good</td><td>Satisfactory</td><td>Sufficient</td><td>Failed</td></tr><tr><td>1.0 - 1.5</td><td>1.6 - 2.5</td><td>2.6 - 3.5</td><td>3.6 - 4.0</td><td>5.0</td></tr></table>	Very Good	Good	Satisfactory	Sufficient	Failed	1.0 - 1.5	1.6 - 2.5	2.6 - 3.5	3.6 - 4.0	5.0
	Very Good	Good	Satisfactory	Sufficient	Failed						
	1.0 - 1.5	1.6 - 2.5	2.6 - 3.5	3.6 - 4.0	5.0						
After all grades have been received, the final grades will be provided to the participants' home universities.											
MBS will send two copies of MBS transcripts directly to the exchange coordinator at the exchange participant's home university, who will then convert the MBS final grades into the home university's grading system.											
	All exchange participants are strongly advised to familiarize themselves with the academic regulations and requirements in the Mannheim MBA program before starting their course(s) in Mannheim.										
Course Materials	<p>Course materials (syllabus, hand-outs, readings, and cases) and information on course participants will be available through MBS Canvas approximately four weeks before the course starts.</p> <p>MBS does not provide mandatory course books for exchange students. Books need to be purchased by the exchange participants through their home universities.</p>										
Language of Instruction	All courses are taught in English										



ACCOMMODATION & LIVING COST

Accommodation	
Student Apartment	<p>In cooperation with Studentenwerk in Mannheim, a limited number of student apartments may be available for exchange participants. These apartments are normally fully-furnished, and are located within 10 – 20 minutes walking distance from MBS course locations and the Mannheim city centre. The rental costs approximately are between €450 and €500 per month or between €265 and €300 per week (price subject to change).</p> <p>MBS will provide information on the student apartment application process in due time.</p>
Shared Flats	<p>Renting a room in a shared flat with other students in Germany (called a 'Wohngemeinschaft' or 'WG') is a common option for students. Although it seems to be a more economical option, they may require more effort in finding and a commitment to stay for a longer period of time.</p> <p>Advertisements for WGs can be found on the notice board in the Mannheim university as well as at the following webpages:</p> <ul style="list-style-type: none"> • www.wg-gesucht.de • www.studenten-wg.de • www.easywg.de
Hotels	<p>MBS has cooperation with hotels in Mannheim to offer a special rate (between €60 and €140) for exchange participants. Those hotels are located within a maximum of 20 minutes walking distance from MBS course locations. A list of corporate hotels including prices and booking procedure will be provided via Blackboard.</p>
Living Cost	
Living Cost	<p>Living costs for students in Mannheim varies depending on individual lifestyles. On average, the cost of living is approximately €700 - €900 per month.</p> <p>Accommodation: €400 - €700 Transportation: € 30 - € 70 Food: €180 - €250 Other: €100 - €300</p>

OTHER INFORMATION

Networking & Social Event(s)

Guest Lectures & Company Visits

Guest lectures and company visits provide participants and alumni with immediate access to experts' views on current issues in business, economics, politics, and society. High-ranking guest-speakers present their fields of expertise, invite the audience to participate in active discussions, and encourage the audience to think outside of the box. Company visits create a valuable opportunity for participants and alumni to network with members of the business elite and provide participants with the opportunity to have an in depth look into the industry. Registration is required to attend these events.

Others

There are also other monthly Social Club Events at MBS, The University of Mannheim, and in Mannheim city that are open for public. Please check with MBS classmates for more information.

General Information on Mannheim and the Area

Mannheim

www.mannheim.de
www.tourist-mannheim.de