

## FAQs Incoming Exchange Students

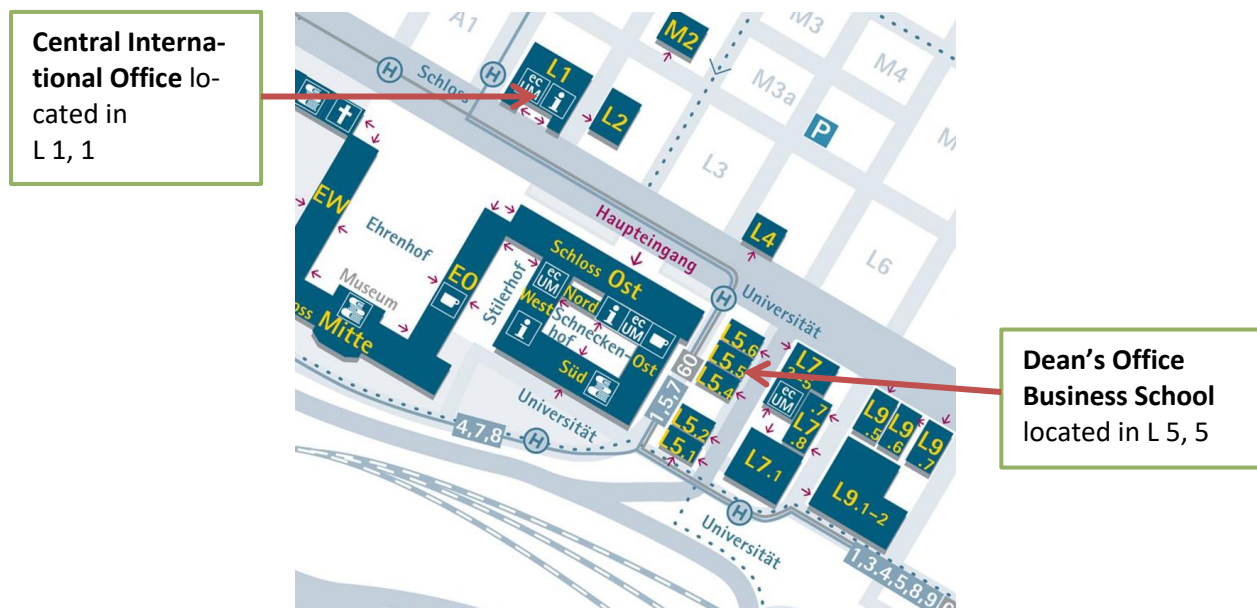
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## 1. WHICH INSTITUTIONS WILL SUPPORT ME AS AN INCOMING EXCHANGE STUDENT?

As an exchange student at the Business School of the University of Mannheim, you will receive support from two institutions: The [Central International Office](#) and the Dean's Office of the [Business School](#) (BESS = Business Exchange Student Support).

While the Central International Office mainly handles administrative issues (admission, visa, and matriculation) as well as housing and German language courses, the Business School deals with the more academic aspects, especially course selection, advice and approval.



## 2. WHEN DO I NEED TO ARRIVE FOR THE STUDENT ORIENTATION / WELCOME WEEK?

Please make sure to arrive in Mannheim in time to take part in our BESS orientation session during the Welcome Week. You can find the date and place on [our website](#) under "upcoming events". The exact semester dates can also be looked up in the university's [academic calendar](#).

### 3. WHAT ARE MYUNIIMA, PORTAL<sup>2</sup>, AND ILIAS?

[MyUniMA](#) provides you with information on housing, health insurance, German language courses and much more. It is administered by the Central International Office and you will receive your login and password to access it after your nomination by your home institution. If you have any questions regarding your stay in Mannheim, please make sure to carefully read all of the information provided on myUniMA first. It will give you the answers to most of your questions.

The so-called [Portal<sup>2</sup>](#) is the University of Mannheim's online student portal and is mainly used for course/exam registration as well as checking your grades. It also includes [ILIAS](#), the university's e-learning platform. You can use ILIAS to access course materials and additional reading. You will receive your username and password for both Portal<sup>2</sup> and ILIAS after your official enrollment during Welcome Week. Please note that it is therefore not possible to access Portal<sup>2</sup> and register for courses before your arrival in Mannheim.

### 4. HOW CAN I MAKE SURE THAT MY COURSES DO NOT OVERLAP WHEN I CHOOSE MY COURSES?

Please make sure to check out the online course catalog where you will find an overview of our course offer including course descriptions and course schedules. In case you need help organizing your personal schedule or registering for your courses on Portal<sup>2</sup>, the BESS team offers several timetable support sessions during Welcome Week and the first week of the semester. Before your arrival, you can contact us via email ([incoming.business@uni-mannheim.de](mailto:incoming.business@uni-mannheim.de)) with any questions you might have regarding course choice.

### 5. WHOM DO I SEND MY LEARNING AGREEMENT TO?

If your home university requires you to submit a Learning Agreement (mainly Erasmus students), you can either drop off the document at the Dean's Office in L 5, 5 during office hours or send it via email to [incoming.business@uni-mannheim.de](mailto:incoming.business@uni-mannheim.de). Please state your incoming student advisor "Annabel Müller" as the responsible person and include her contact information in the document.

## 6. WHY DO I HAVE TO REGISTER FOR THE COURSES AND FOR THE EXAMS SEPARATELY?

At the Business School, not all courses require registration via email / Portal2 at the beginning of the semester – for those that do not require registration, students may simply attend the course session without having register beforehand.

However, all courses require registration for their exams. This is why there are separate course and exam registration periods during the semester. Please be aware that courses will only appear on your transcript if you remember to register for its corresponding exam.

## 7. CAN I BOOK MY FLIGHT BACK HOME BEFORE MY ARRIVAL IN MANNHEIM?

You may book your flight home before your arrival in Mannheim. However, if you do so, please make sure to remain in Mannheim until the last day of the examination period. You can find the current semester dates in our [academic calendar](#).

The examination dates for all courses are usually published on the website of student services by the second week of lectures. It is your responsibility to ensure you are present in Mannheim for the date of your last exam and re-scheduling exams in order to fit individual students' travel plans is not possible.

## 8. WHAT IS THE DIFFERENCE BETWEEN LECTURES, EXERCISES, TUTORIALS AND INTENSIVE SEMINARS?

Lectures are typically quite large with regard to the number of participants and are mostly taught by professors. They will usually involve the professor giving a presentation on a certain topic related to the subject matter of the lecture and there will not be much interaction between students and the

professor during the lecture. In most cases, the form of assessment for lectures is a written exam at the end of the semester and often the final grade is based 100% on the result of the written exam.

Most lectures are accompanied by exercise classes and tutorials, which tend to be more interactive than lectures and are taught by research assistants or student tutors. The theories that were introduced in the lecture will be discussed in more detail and applied in the exercise classes and tutorials.

Lectures, exercise classes and tutorials generally take place on a weekly basis throughout the semester. Although is not mandatory, we highly recommend that you regularly attend exercise classes and tutorials (if there are any). They are extremely useful when it comes to preparing for the exam and the instructors will often go through old exam papers with you. Exercise classes and tutorials are part of their corresponding lecture and are not classified as stand-alone courses.

In contrast to lectures, intensive seminars are often taught by visiting professors and are characterized by having a more condensed, “intensive” course format. They typically take place over several, often consecutive dates at one point during the semester and usually last the entire day (e.g. from 9 am until 5 pm). Intensive seminars are quite interactive and mostly involve some type of group work (e.g. a group presentation) as well as an individual assignment (e.g. a term paper or written exam).

## 9. HOW CAN I REGISTER FOR GERMAN LANGUAGE AND CULTURE COURSES?

The Central International Office offers German language and culture courses especially for incoming exchange students. You can find an overview of these courses and further information on them on [our website](#). Registration for the German language and culture courses is completed via myUniMA and generally takes place at the end of January or at the end of August respectively. For any specific questions regarding the German language and culture courses (e.g. course syllabi), please contact Ms. Julia Schätz, the German Language Courses Coordinator, at [housing@uni-mannheim.de](mailto:housing@uni-mannheim.de).