

# V. GUIDE TO STUDIES IN THE BUSINESS SCHOOL

## ***1. General information on formalities and important dates:***

### **1.1 Introduction week**

Exchange students are strongly advised to take part in the introduction week. During this week the International Office and the Dean's Office introduce the students to life and studies at the University of Mannheim and the Business School. Everything you need to know when studying in Mannheim will be explained to you.

The exact dates and times will be announced at your enrolment in the International Office. There will be handouts telling you where and when the Dean's Office's Business Exchange Student Support takes place.

### **1.2 Lecture start and end**

**Spring semester:** February 1<sup>st</sup> - August 31<sup>st</sup>

**Fall semester:** September 1<sup>st</sup> - January 31<sup>st</sup>

These are the dates for the official semester duration. However, lectures will not start before September/February respectively. The semester ends with the examination period. Usually lectures are over before exams start.

### **1.3 Registration for courses**

Students usually do not need to register for a course at the business school before they arrive in Mannheim. If there is a registration and therefore an application deadline, this will be clearly stated in the course description. Therefore please make sure to inform yourself about our course offer about 2-3 months before you actually come to Mannheim.

### **1.4 Registration for final exams**

As mentioned above, students normally do not have to register for most courses (if not stated otherwise) **but** students have to register for the final written exams of all lectures at our school in the student's office. The exact dates of registration will be announced during the semester. **Please make sure that you do not miss the registration!!!**

### **1.5 Exam Period**

Students have to make sure that they are still in Mannheim during the **exam period**.

**Spring semester:** usually the exam period lasts till the end of June

**Fall semester:** usually the exam period lasts till December the 23<sup>rd</sup>

## **1.6 Information on the internet**

On our website you will find links to all of the school's departments. There you will also find more information about research fields, the professors and the lecturers.

<http://www.bwl.uni-mannheim.de/en/home/>

## **2. Areas of Research and Teaching**

The 30 chairs of business are divided into 6 areas of research and teaching:

- 1. Accounting & Taxation**
- 2. Banking, Finance & Insurance**
- 3. Information Systems**
- 4. Management**
- 5. Marketing**
- 6. Operations Management**

### **2.1 Course offer**

The courses in the course lists are also sorted by areas. The course lists for the different semesters are available online on:

[http://www.bwl.uni-mannheim.de/en/international/studying\\_in\\_mannheim/](http://www.bwl.uni-mannheim.de/en/international/studying_in_mannheim/)

(Just follow the respective links on the left side).

### **2.2 Course choice**

Depending on the level you are studying at, you can choose from all courses within the program concerned: undergraduate/Bachelor program and graduate/Master program. You are allowed to take courses offered by other faculties of the university (Economics and Law, Social Sciences, Humanities, Mathematics & Computer Science).

Home university requirements should be observed to guarantee that you can transfer the credits from your Mannheim courses towards your degree at home.