

A photograph of the University of Mannheim building, a large, ornate, red-brick structure with a curved facade and a flagpole on top. The building is partially obscured by a green semi-transparent overlay.

FIRST-YEAR STUDENT GUIDE

Class of 2026

Welcome!

Dear First-Year-MMM-Students,

Welcome to the University of Mannheim and the Mannheim Master in Management (MMM) program! Both the University of Mannheim and the MMM program have earned an excellent reputation in Germany and around the world. Now, you are part of this exceptional community, and will soon be - MannheimerForLife. We are delighted to welcome you to our university!



Over the next two years, you will receive an outstanding education and face challenges that will test your limits. While there will be some demanding nights, don't worry — you will also have a lot of fun during your studies, build lifelong friendships, and maybe even find love. The MMM program offers you the chance to tailor your studies to your interests, helping you to develop both professionally and personally as you specialize in your chosen area.

The Fachschaft BWL will help and support you in all matters concerning your studies in Mannheim. The following guide will accompany you during your time in Mannheim and will help answer questions related to the university, your studies, and your daily life. During the semester, we will provide you with numerous services such as improvements in study conditions and educational quality, social events and offers for international students to meet new people, and of course our website and instagram account for updates and resources.

At this point, nothing should stand in your way to a successful start to your Master's degree and we are very happy to get to know you! For any further questions, please do not hesitate to contact us.

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

Sophia Niebler and Jonas Schmidt
Master Team Leads of the Fachschaft BWL

Table of contents

1 Fact Sheet.....	1
2 Study Structure & Tips.....	2
2.1 Structure.....	2
2.2 Student portal, Ilias & E-Mail.....	4
2.3 Exam registration and cancellation.....	6
2.4 Semester abroad & Double Degrees.....	10
2.5 Dean´s List & Honors Program.....	10
3 Organisations & Contacts.....	11
3.1 Overview contacts - everything at one glance.....	11
3.2 Fachschaft.....	12
3.3 Campus Overview.....	15
3.4 University of Mannheim.....	18
4 Living in Mannheim.....	19
4.1 General information.....	19
4.2 Food & Social Life.....	21

1 Fact Sheet



MANNHEIM MASTER IN MANAGEMENT FACT SHEET



This fact sheet is intended to give you a brief overview of the most important information for your time in Mannheim. Any information not included here can be found on the following pages of our Freshman Guide.

INTRO WEEK TIMETABLE

MONDAY, 26.08.	TUESDAY, 27.08.	WEDNESDAY, 28.08.	THURSDAY, 29.08.	FRIDAY, 30.08.
Welcome-Session (26th August, 03:00 pm)	ASTA Begrüßung 10:30 - 14:00		Campus Tour (29th August, around 12:30 pm)	Erstfestival 16:00 - 20:30
Get Together (26th August, 05:00 pm)	TBA	City Rallye (28th August, 03:00 pm)	Get Together (29th August, 02:00 pm)	Mensawiese
Pub Crawl (26th August, 06:30 pm)	Initiativenmarkt 12:00 - 15:30		Schneckenhof 20:00	
	Mensawiese		Schneckenhof	



STUDY OVERVIEW

You receive 92 ECTS for the elective courses (including the master's thesis) and 28 ECTS for the mandatory courses – it could hardly be more flexible.

68 – 92 ECTS FREELY CHOOSEABLE FROM THE AREA "BUSINESS ADMINISTRATION"	0 – 24 ECTS FREELY CHOOSEABLE FROM THE AREA "ELECTIVE"	12 ECTS MANDATORY FROM THE AREA "BUSINESS ECONOMICS I+II"	16 ECTS MANDATORY FROM THE AREA "METHODS & KEY QUALIFICATIONS"
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DEADLINES 1. SEMESTER

- Semester: August 1, 2024 – January 31, 2025
- Re-enrollment for the Spring Semester 2025: October 15, 2024 – December 1, 2024
- Lecture Period: September 2, 2024 – December 6, 2024
- Examination Period: December 9, 2024 – December 21, 2024
- Second Exam Period: February 1, 2025 – February 8, 2025

HOW TO REACH US:



WEBSITE

INSTAGRAM

WHATS APP

CONTACT



OFFICIAL CONTACT UNIVERSITY



Prof. Dr. Philipp Dörrenberg

Academic Director

MMM



Program management

Julia Dreisbach



julia.dreisbach@uni-mannheim.de

Full list of all contacts



2 Study Structure & Tips

2.1 Structure

Lectures

Compulsory Attendance

At the University of Mannheim, attendance is generally not compulsory 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 attend the lectures and exercise sessions. Not all professors post solutions to exercises discussed in class online.

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".



Flexible	Business Administration	44-68 ECTS
Compulsory	Methods & Key Competencies	16 ECTS
Compulsory	Business Economics	12 ECTS
Optional	Optional Courses	0-24 ECTS
	Master Thesis	24 ECTS

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 along with the mandatory seminar and master's thesis. All other classes can be chosen freely from the following six areas without formally committing to any one area:

- Accounting and Taxation
- Finance
- Information Systems
- Management
- Marketing and Sales
- Operations Management

Compulsory Modules

Disclaimer: The order and timing of when you do the compulsory modules is completely up to you. In the MMM you create the time schedule of your studies and can allocate the courses according to your needs.

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 these 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.

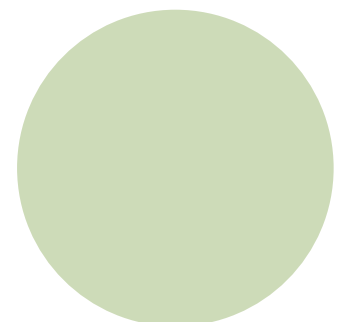
Electives and Elective Areas

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. Please make sure to follow the set rules of the module catalog. Electives that are not completed precisely according to the rules cannot be credited towards your degree. If you would like to drop an elective, you must make up the missing ECTS in the field of business administration. For further questions, please contact your program manager Julia Dreisbach.

More information can be found here: [Information for Students](#) | [Business School](#) | [University of Mannheim \(uni-mannheim.de\)](#).



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 within their chair or area in order to apply for the master's thesis with the same chair.

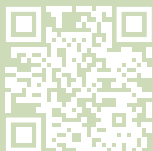
The application for many seminar papers also requires the completion of prerequisite courses. The best resource for planning courses and checking requirements is the module catalog as well as the chairs' websites. Make sure to plan ahead to fulfill these requirements when selecting your modules each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

2.2 Student portal, Ilias & E-Mail

Your friends & helpers

Portal2/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"), which is a combination of your first and last name, as a username. You should have received this ID with your matriculation notice.



Portal 2 is mainly used for course registration and exam registration. Detailed instructions for the exam processes can be found in the next section under 2.3. Additionally, in Portal 2, you will find all kinds of documents such as your matriculation certificate, information on the payment of semester fees, and, after correction, your exam grades.

Here are short video clips & screenshots that show the most important navigation points for your first steps in Portal 2.



Since the university's computing center (UNIT) continuously improves the student portal, it is worth exploring each menu item on your own. This way, you can get a feeling for the system and memorize the most important navigation points.

ILIAS

ILIAS is the learning management system of the University of Mannheim. It contains study materials as well as discussion forums for direct exchange with the chairs and your fellow students for most of your courses. To access ILIAS, log in with your university identification ("UnilD"), , as your username at: <https://ilias.uni-mannheim.de/>

When you enroll in courses, they should usually appear directly in your ILIAS. If this is not the case, enter the name of the course you are looking for in the search field at the top of the page. After you find the correct course, click on the arrow under "Actions" and choose "Join." The course folder will be saved to your "Dashboard," where you can access it at any time.

Email

The most important communication channel from the university and the Dean's Office to you is the email distribution list, through which you will regularly receive information emails. Therefore, it is important that you have properly set up your email account. Here you can find instructions on how to access your email account:

<https://www.uni-mannheim.de/it/anleitungen/microsoft-exchange/login-outlook-web-app/>.

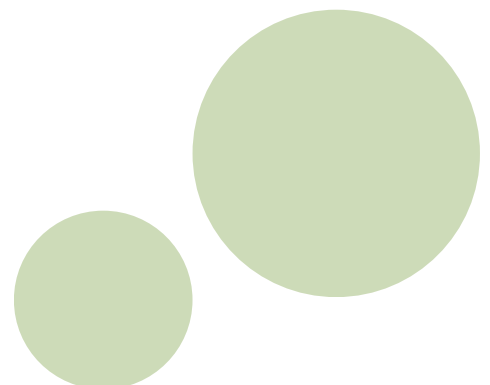
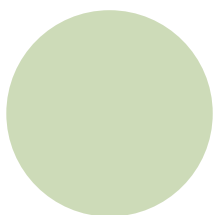
You are required to regularly check your university email inbox, as notifications from the University of Mannheim are only sent to this account. To ensure that you receive important messages, we strongly advise against forwarding emails to private accounts ([see the drawbacks of forwarding to private addresses](#)).

Dean's Office Newsletter

This newsletter contains important information regarding your studies and selected offers from corporate partners of the Business School. Sign up at: <https://www.bwl.uni-mannheim.de/en/about/news-events/newsletter/>

For more information and interesting articles, you can visit the Dean's Office's Instagram page or LinkedIn. A "like" is worth it:

- [Instagram](#)
- [University of Mannheim Business School - Faculty of Business Administration: Overview | LinkedIn](#)



2.3 Exam registration and cancellation

Exam Registration

You must register for all exams. The registration for a first exam attempt must be done independently in Portal2 during the registration period.

Exceptions exist for modules that can be taken simultaneously (see module catalog) and elective exams. In these cases, registration is done directly through the examination office (informally via email). Seminars (700-level modules) and the master's thesis must be registered with the responsible examiner for each exam attempt. These registrations are forwarded to the examination office.

For module exams in the areas of Methods and Key Qualifications, Business Economics, and Business Administration, there is an early registration period. Exams in an elective can be registered for either during the early or regular registration period.

For exams in the areas of Methods and Key Qualifications and Business Economics, you can choose to register for the first or second exam date; however, registration for exams in the areas of Business Administration and electives is only possible for the first date.

Step-by-Step Registration Guide:

Where:

Log in to Portal2 and open the "Study Planner" menu under "My Studies." If you're not already using the structure view, click on "Show Examination Regulations Structure." You will then see the course branch (collapsed) and directly below it the exam branch. Only in this section of the structure can exams be registered. The exam branch is identifiable by its name. It begins with "9000-" followed by further course-specific numbers and letters.



1. Expand the exam branch to see the module structure of the exams for the study program.
2. Expand the module in which the exam you want to register for is located. If an exam is available for registration, you will find the "Register" button in the "Actions" column next to it.
3. Click the "Register" button. You will be redirected to a page with further information and legal notices. Please read these carefully and then click "I accept" and "Continue."
4. If the exam was correctly registered, it will be marked as "admitted" (zugelassen).

Status	Dates and Rooms
<div>admitted</div>	<div>B1: Quantitative Methods I PO 21</div> <div>Exam period 1, fall semester 2023</div> <div>Saturday, 12/09/2023 No time defined</div> <div>Examinationform: written exam</div> <div>Or. Wagener, Dietrich</div>
<div>No limit for attendees, all attendees will be enrolled</div>	
<div>Not registered</div>	<div>B1: Quantitative Methods I PO 21</div> <div>Exam period 2, fall semester 2023</div> <div>Saturday, 02/03/2024 No time defined</div> <div>Examinationform: written exam</div> <div>Or. Wagener, Dietrich</div>
<div>No limit for attendees, all attendees will be enrolled</div>	

Late Registration

You can register late for an exam up to three days before the respective exam date (first and second dates, if applicable) in Portal2. For conflict-free planning of your exams, please observe the applicable deadlines.

Re-registration

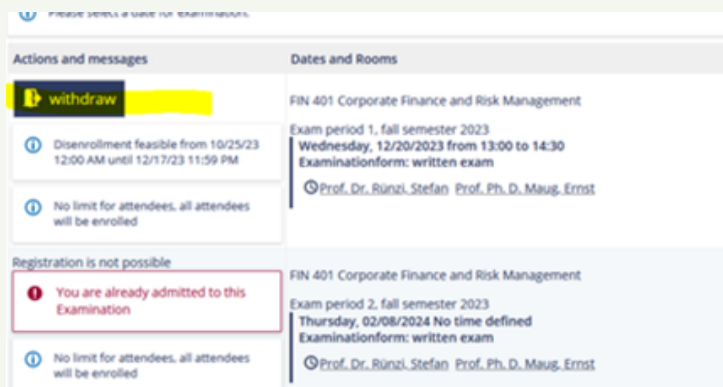
You can re-register for written exams from the first date to the second date or vice versa in Portal2 up to three days before the respective first date, provided that registration for the second date is possible for the exam in question. To re-register for an exam, you must first deregister from the already registered exam and then register again for the desired date.

Step-by-Step Registration Guide:

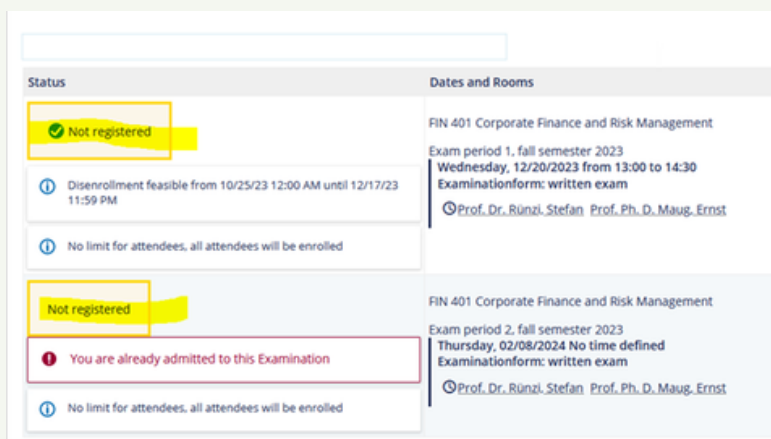
Where:

Login to Portal2 and open the "Study Planner" menu under "My Studies."

Expand the structure view to the exam you wish to deregister or re-register for and click on the "deregister" button.



1. By clicking "deregister," you completely deregister yourself from the exam.



2. If you want to re-register for a different exam date, click on “Back to Overview” after deregistering from the current date. You will be taken back to the structure view, where you can register for the alternative exam date by clicking “Register,” as described at the beginning of the guide.

Status	Dates and Rooms
<div>✓ Not registered</div> <div>ⓘ Disenrollment feasible from 10/25/23 12:00 AM until 12/17/23 11:59 PM</div> <div>ⓘ No limit for attendees, all attendees will be enrolled</div>	<div>FIN 401 Corporate Finance and Risk Management</div> <div>Exam period 1, fall semester 2023</div> <div>Wednesday, 12/20/2023 from 13:00 to 14:30</div> <div>Examinationform: written exam</div> <div>🕒 Prof. Dr. Rünzi, Stefan Prof. Ph. D. Maug, Ernst</div>
<div>Not registered</div> <div>❗ You are already admitted to this Examination</div> <div>ⓘ No limit for attendees, all attendees will be enrolled</div>	<div>FIN 401 Corporate Finance and Risk Management</div> <div>Exam period 2, fall semester 2023</div> <div>Thursday, 02/08/2024 No time defined</div> <div>Examinationform: written exam</div> <div>🕒 Prof. Dr. Rünzi, Stefan Prof. Ph. D. Maug, Ernst</div>

Deregistration

Deregistration from an exam is possible up to three days before the respective exam date in Portal2. This also applies to exams that require mandatory registration.

You can only deregister you from the exam if you have not yet taken or are currently taking any exam associated with the module. If the exam consists of multiple [JD1] components, you must apply for deregistration using the designated [form](#). This rule applies to all exams in the elective area business administration, regardless of the type of examination.

Exceptions exist for modules CC 501 to CC 504, as well as BE 510 and BE 511, where you can deregister directly through Portal2.

After these deadlines, deregistration is no longer possible. You can then only withdraw from the exam upon providing evidence of a valid reason (such as illness) by applying (see guidelines for exam withdrawal).

Exam Grades

DISCLAIMER:

Contradictory to the common opinion amongst a lot of students there is no such thing called "curve" in which the exam grades are always adjusted to a certain distribution. What can happen is that professors have the freedom to grade certain exams more kind if the average student didn't perform which as well can lead to the impression of a "curve" being applied.

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 (only for average grade).

Every examination evaluated at least a 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 (except CC502 & CC503).

If the exam was failed during the first attempt, the next available appoint would be the re-sit appointment. Otherwise, the next available appointment is the first appointment of the following year. If the exam was failed during the first attempt you will automatically be registered for the re-sit appointment. If you don't want to take it, you need to de-register and register again for the appointment of a following year.

Joker Rule

Generally, you can only repeat failed exams one time. However, there is a "Joker Rule" for the core courses CC 501, CC 504, BE 510 und BE 511: Once during your studies, you may use a second retake for one of these three exams.

The courses CC503 & CC502 cannot be taken a third time, but you need to pass the other respective course, if you fail the first one twice. If you fail an exam for an elective course twice, you can just select another module from one of the Business Administration areas.

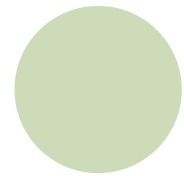
You can find the examination guidelines at the University of Mannheim website at:

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

[JD1]Da es passiert, dass Studierende nicht mitbekommen, dass sie automatisch zum Zweittermin angemeldet wurden und deshalb diesen dann failen, fände ich es wichtig, das nochmal zu erwähnen!

If the exam was failed during the first attempt you will automatically be registered for the re-sit appointment. If you don't want to take it, you need to de-register and register again for the appointment of a following year.

2.4 Semester abroad & Double Degrees



Studies Abroad

Partner Universities

The University of Mannheim offers you the chance to study in a foreign country during your master studies, in a “traditional” exchange semester. 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. 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/>

The Info session for the semester abroad takes place on Fr, 13.09.2024, 10:15 via Zoom.

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 School in order to spend two semesters at one of eight renowned 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 on the 30. September 2023. [MOU1] [LO2] 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/>

The Info session for the double degree takes place on Fr, 30.08.2024, 14:00–15:30 via Zoom.

2.5 Dean’s List & Honors Program

The Honors Program is an offer for particularly high-performing students of the Bachelor of Business Administration and Mannheim Master in Management courses. In order to be eligible for the Honors Program, you need to make it on the Dean’s List after your second semester. The Dean's List is an award for particularly high-performing students on the Bachelor of Business Administration and Mannheim Master in Management degree programs. The List will be drawn at the end of every spring semester. Students will receive an award. Once admitted to the Honors Program it offers selected students the opportunity to take part in additional courses for further personality development and leadership skills. The focus is on networking with other participants as well as getting in touch with decision-makers from the business world. The program also conveys creative and artistic impulses. More infos here: <https://www.bwl.uni-mannheim.de/en/programs/opportunities-for-excellence/honors-program/>

3 Organisations & Contacts

3.1 Overview contacts - everything at one glance

Deans Office

- Program management: Ms. Julia Dreisbach julia.dreisbach@uni-mannheim.de
- Double Degrees: Ms. Katharina Dröghoff doubledegree.business@uni-mannheim.de
- Exchange semester and special programs: Ms. Annabel Müller annabel.mueller@uni-mannheim.de, Ms. Janna Ried janna.ried@uni-mannheim.de
- European Management Track (EMT): Ms. Jennifer Thum jennifer.thum@uni-mannheim.de
- Student Services (Studienbüro I): For questions regarding enrollment, leave of absence, and examinations please check the student services' website.
- Contact person for MMM students: Ms. Ines Schäfer master-bwl@uni-mannheim.de

Bursar's office (Gebührenstelle)

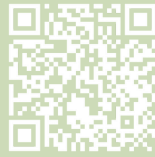
Do you want to know more about Semester Fees and Tuition Fees? You can find all information needed [here](#).

Student Council (Fachschaft BWL)

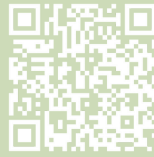
You can reach us here:



Website



Contact
Form



Instagram



WhatsApp

International Office (Akademisches Auslandsamt)

If you are an international student studying in Mannheim, [the International Office](#) provides you with a lot of useful information on how to organize your arrival (visa, insurance, financing your studies, housing, language courses etc.) in Germany.

The Team International Degree Seeking Students

The Team International Degree Seeking Students is happy to help you with any individual questions: degreesseekings@uni-mannheim.de

Studierendenwerk

The [Studierendenwerk](#) is responsible for good food and housing on our campus. They also offer a wide variety of services, including information for students with children and psycho- logical counselling.

3.2 Fachschaft

What's the "Fachschaft" all about?

More than anything the Fachschaft is a group of linkeminded people trying to better your student life and it can if you want be always your helper and point of contact - just ask and we will find a solution.

In official words on the other side: the central task of the Fachschaft (= student council) is the representation of the interests of all students in the Business School.

BUT what do we do? - Task overview

Student representatives

The student representatives debate 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 consist 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 and very soon experience all of them for yourself as you embark your journey in Mannheim.

- **Teaching Award & professor talks**

A part of our work as students' representation is getting involved in the evaluation of teaching. In recent years, through conversations with professors and the resulting changes, we have repeatedly become aware of how much our opinions are valued and heard. That's why we annually award the Faculty Teaching Award for outstanding teaching performance as a sign of appreciation and recognition of this collaboration. We look forward to your suggestions and input so that we can award this again in the coming fall/winter semester.



- **Jazz im Schloss**

Looking for a bit of style? Each semester, the Fachschaft BWL has a blast organizing a truly unique concert event. 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! So join us this semester and experience it for yourself.



- **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 and 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, we dance the night away together at a club in Mannheim.



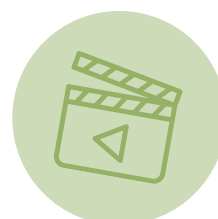
- **Schneckenhof Party**

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 are of course the most legendary and are therefore famous and known far beyond Mannheim.



3.3 Campus Overview



From West to East

Mensa

This building will be your best friend during exam periods, but of course also during the semester. The cafeteria is open from 11:30 AM to 2:00 PM and offers a wide selection of both meat and vegetarian options. In the cafeteria, there is also the "Greenes" snack bar, which only offers vegetarian and vegan dishes, as well as the Mensa Wagon, which is located in the Ehrenhof. Additionally, you will find various offices of the Mannheim Student Services here, where you can receive advice on various topics, such as student housing or linking your Ecum/student ID with your bank account.

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.

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 me cheaply than in the library.

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
- the Schneckenhof library in the south
- Ehrenhof East / Ost (EO)
- Middle Wing / Mittelbau (M)
- Ehrenhof West (EW)
- West Wing / Westflügel (W)

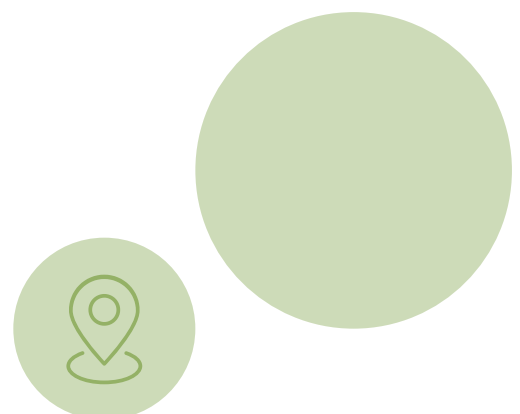
Apart from that, the university has more lecture halls in squares A5, B6, A3, L7 and L9.

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.

EXAMPLE: 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, which mainly consist of quiet zones, there is the Learning Center. While it does not offer complete silence, it provides an ideal atmosphere for group work. You can access it through the Schneckenhof Library. Since the renovation of the East Wing (EO), newly created learning niches can be found on the top floor, which are also not quiet zones.

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

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. A good alternative is the "BWL Pool" on the second floor of the building in L7, 3-5.. 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.

3.4 University of Mannheim

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, please visit the following website:

<https://www.bwl.uni-mannheim.de/studium/master/mmm/informationen-fuer-studierende/>

Chairs and Professors

For questions about grades and courses, the respective chair of your course is your first point of contact. The University of Mannheim has first-class teaching staff who support you with great expertise during your studies. Take advantage of this offer and direct your academic questions to the respective professor. The chairs are also responsible for grading exams and organizing exam reviews. Here's a tip: it's usually worth attending exam reviews, even if it's just to recount the points.

Examination Board

In case of issues related to uncertainties regarding the study regulations, the Examination Board is available to advise you. For example, the board is responsible for the recognition of grades during your semester abroad or for the recognition of grades and other academic achievements in Mannheim. The Examination Board also handles:

You can contact the Examination Board via: pa.bwl@uni-mannheim.de or schedule an appointment online : <https://www.bwl.uni-mannheim.de/studium/pruefungsausschuesse/bwl/>

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: master-bwl@uni-mannheim.de

4 Living in Mannheim

4.1 General information

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.

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.

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](#).

Important to know is that the courses are very sought after and are full very quick. So if you want to do one of the courses try to register as soon as they are online!

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](#).

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/>

Aswell as further information for partner companies & job opportunities: <https://www.bwl.uni-mannheim.de/en/corporate-relations/offers-for-students/>

- **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/>

4.2 Food & Social Life

Food & drinks

Mannheim is the secret food spot in Germany. The food and drink culture in Mannheim is very diverse and there is something for every taste. You will soon find out that eating out after a rough running dinner will cure all sorrows.

The best overview of the newest and best spots in Mannheim can be found on this Instagram account: <https://www.instagram.com/mannheimfoodguide/?hl=de>

And here are some of our recommendations for Mannheimers favorite food and drinks spots:

Food:

Kebap

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

Cafés

- Café Flo
- Café Sammo
- Concrete Coffee Roasters
- Helder & Leeuwen
- Le Coffee

Burger

- Lenok's Burger
- Henriette
- Jamy's

Drinks:

Cocktails

- Sausalitos
- Novus
- N Eins

Pubs

- Destille 13 (a true must during your time in Mannheim)
- Cafe Vienna
- Fermac's Irish Pub & Restaurant

Student restaurants (known for their lunch menus and good portions)

- Café Vienna
- Zentrale
- Novus

International cuisine

- Nabati
- Bodi
- Barrios
- Mémoires d'Indochine
- Yam Yam
- Hikoo Noodle Kitchen
- Mima Peru



Beachbar

- Neckarstrand
- Hafen 49

Trendy bars

- Taproom
- Nelson
- Hagestolz

Social life:

Sports / fun

- Wide array of offers by the Institute of Sports
- Gyms
- Venice Beach
- D2
- John Reed
- Fitness First

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
- Neckarwiesen
- Palace garden Schwetzingen
- Rose garden / water tower

Shopping

- Engelhorn (especially the Engelhorn sales in September)
- Rheingalerie Ludwigshafen
- "Planken" – main shopping street in the squares
- Q6 / Q7
- Fresh grocery market at the Marktplatz (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

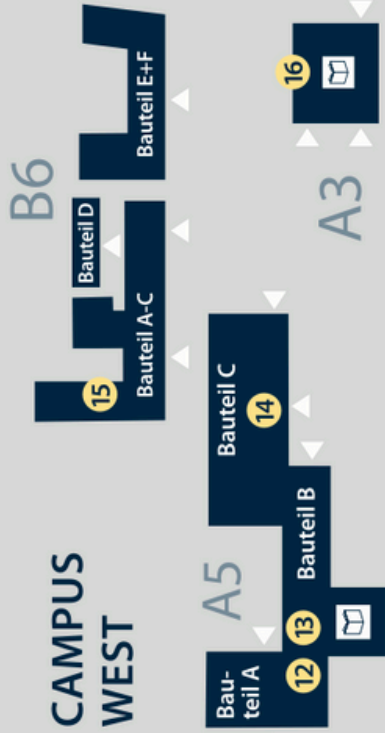
IMPRINT

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ZENTRALE HÖRSÄLE UND SEMINARRÄUME



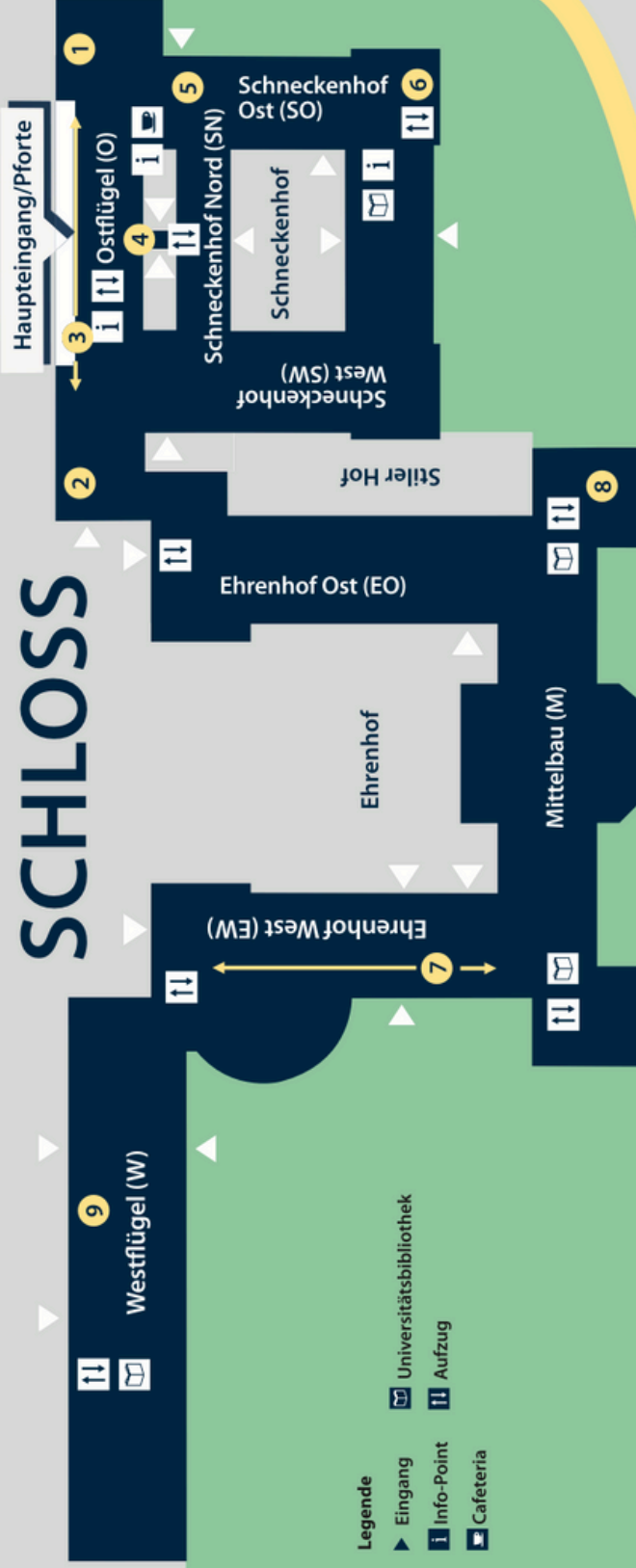
- 1 **O 048**
Ostflügel, Erdgeschoss
- 2 **O 102**
Aula, 1. Obergeschoss
- 3 **O 126 bis O 151**
Ostflügel, 1. Obergeschoss
- 4 **SN 163 / SN 169**
Schneckenhof Nord, halbe Treppe
- 5 **SO 108**
Schneckenhof Ost, 1. Obergeschoss
- 6 **SO 115 bis SO 422**
Schneckenhof Ost (Bahnhofsturm),
1.-4. Obergeschoss

- 7 **EW 145 bis EW 169**
Ehrenhof West, 1. Obergeschoss
- EW 242**
Ehrenhof West, 2. Obergeschoss
- 8 **M 003**
Mittelbau, Erdgeschoss
- 9 **W 117 und W 114**
Westflügel, 1. Obergeschoss
- 10 **L9, 1-2**
Hörsaal 004, Erdgeschoss
- 11 **L7, 3-5**
Raum 001, Erdgeschoss

- 12 **A5 B144**
Bauteil B, 1. Obergeschoss
- 13 **A5 B243 und B244**
Bauteil B, 2. Obergeschoss
- 14 **A5 C012 bis C015**
Bauteil C, Erdgeschoss
- 15 **B6 A001 und B6 A101**
Bauteil A
- 16 **Audimax**
A3, Erdgeschoss

Bismarckstraße

SCHLOSS



Richtung Bahnhof

