FAQs incoming 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 issues and matriculation) as well as accommodation and German language courses, the Business School deals with the more academic aspects, especially course offer, course advice and course approval.

![Central international office L1 1](image1)

![Dean's Office Business School L5 5](image2)

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

Please make sure to take part in our BESS information session the week before the lectures at the University of Mannheim start. You can find the date and place on our website. The exact semester dates can also be looked up in the university’s [academic calendar](#).
3. **WHAT IS THE DIFFERENCE BETWEEN MYUNIMA, PORTAL², AND I LIAS?**

_MyUniMA_ provides you with information on accommodation, 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 check out myUniMA first. It will give you the answers to most of your questions.

The so-called _Portal²_ is used for course and exam registration, for checking your grades and also includes ILIAS, the university’s e-learning platform. You will receive your login and password after your arrival in Mannheim upon your personal enrolment. Therefore, it is not possible to access the Portal² and to register online for the courses before your arrival.

_ILIAS_ is the university’s e-learning platform which is connected to Portal². You can access course material on ILIAS.

4. **HOW CAN I MAKE SURE THAT MY COURSES WILL NOT OVERLAP WHEN I CHOOSE MY COURSES?**

The BESS team offers several timetable support sessions during the welcome week and in the first week of the semester. We will be happy to help you with your course choice and your personal timetable. For any questions regarding the course choice, you can also contact us via email (incoming@bwl.uni-mannheim.de) before your arrival.

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

If your home university requires a Learning Agreement (mainly Erasmus students), you can either drop off your Learning Agreement at the Dean’s Office in L5, 5 during office hours or send it via email to incoming@bwl.uni-mannheim.de. Please state your incoming student advisor “Verena Übelhör” as responsible person.
6. WHY DO I HAVE TO REGISTER FOR THE COURSES AND FOR THE EXAMS SEPARATELY?

At the Business School, only some courses require a registration via email / Portal2 at the beginning of the semester. However, all courses require a registration for the exams, which is done in a separate registration period during the semester.

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

If you do so, please make sure to be in Mannheim until the last day of the examination period. You can find the current semester dates in our academic calendar.