## **Info Session Study Organization**

Mannheim Master in Management (MMM)







## Welcome!

Team Program Management (Dean's Office of the Business School)







(from left to right)

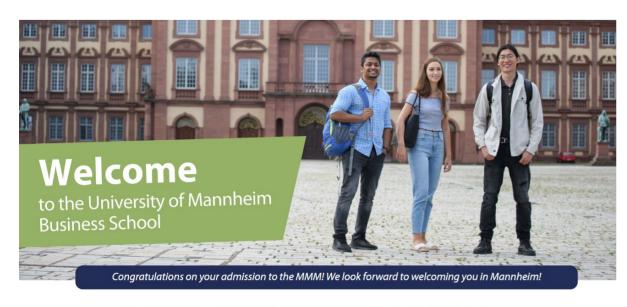
Sophie Holschneider, M.A. Dr. Lea Oberländer Julia Dreisbach, M.A. Antonia Fleischer, M.Sc.

We are always happy to help you!



## Your new best friend: Website for current students





Business School ■ Programs ■ Master's Programs ■ Mannheim Master in Management ■ Information for Students

#### Mannheim Master in Management



Courses and Degree



Everything you need to know about your exams



Degree



Consultation Services



Well-being

#### Consultation Services

- Program Management
- Examination Committee
- Student Services
- Questions related to Study Abroad Options
- International Degree-Seeking Students
- Business School Student Council

#### Well-being

- Psychological Counseling Service
- Institut of Sports
- Food and Drink
- Course Offer of the University Library
- Friends for Life

Important information provided by the program management.

Not only for first-yearstudents but designed as your first point of contact throughout your studies.

Link to Website: <a href="https://www.bwl.uni-mannheim.de/en/programs/master/mmm/information-for-students">https://www.bwl.uni-mannheim.de/en/programs/master/mmm/information-for-students</a>







## **Agenda**





#### **MMM Key-Facts**



#### **Courses**



- ✓ MMM-Curriculum & Study Plan
- ✓ Course registration
- ✓ ILIAS



#### **Exams**



✓ Exam registration

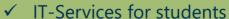


- ✓ Exam regulations
- ✓ Grading system
- ✓ Dean's List and Honors Program

#### **Important Remarks**



✓ E-Mails



- ✓ ecUM
- ✓ Study Abroad Info Sessions
- ✓ Area Market



**Key Take-Aways** 





Q&A





## 1. MMM Key Facts





Lecture period, 2024 fall semester	02.09.2024 – 06.12.2024
Examination period, 2024 fall semester	09.12.2024 - 21.12.2024 / (01.02.2025 - 08.02.2025)
Lecture period, 2025 spring semester	10.02.2025 — 30.05.2025
Easter Break	14.04.2025 — 25.04.2025
Examination period, 2025 spring semester	31.05.2025 - 14.06.2025 / (23.08.2025 - 30.08.2025)



Regular duration of study:

**4 semesters**Maximum duration of study:

7 semesters



Total number of ECTS required for graduation:

**120 ECTS** 



Degree:

Master of Science (M.Sc.): Mannheim Master in Management



## 2. Courses 2.a. MMM Curriculum



Core Courses (28 ECTS)	
Methods & Key Qualifications	16 ETCS
Business Economics	12 ETCS

Flexible Courses (92 ECT	S)
Master Thesis	24 ETCS
Business Administration	44 – 68 ETCS
Optional Elective	0 – 24 ETCS



### 2.a. MMM Curriculum: Core Courses (28 ECTS)



#### **Methods and Key Qualifications (16 ECTS)**

CC 501 <u>Decision Analysis: Business Analytics II</u>	6 ECTS	Fall & Spring
EITHER CC 502 Applied Econometrics	6 ECTS	Fall
OR CC 503 Empirical Methods: Business Analytics I	6 ECTS	Fall & Spring
CC 504 Corporate Social Responsibility	4 ECTS	Fall & Spring

#### **Business Economics (12 ECTS)**

BE 510 <u>Business Economics I</u>	6 ECTS	Fall
BE 511 Business Economics II	6 ECTS	Spring



You can take the courses in any order and in any semester, they are offered in.

You must pass all 5 core courses to graduate (CC 501, CC 504, BE 510, BE 511 and either CC 502 or CC 503)



## 2.a. MMM Curriculum: Elective modules in Business Administration (44-68 ECTS)







You will get more information about each area in the **student council's area market** and in the **areas' presentations** (see <u>first year students' website</u>).

You can take courses from as many areas as you like.

There are **no set tracks** to which you must adhere, nor do you have to account to anyone for your course choices.



## 2.a. MMM Curriculum: Elective modules in Business Administration (44-68 ECTS)



#### **5xx classes**

 Basic knowledge of particular fields of business administration is required

• E.g. ACC 530 Group Accounting

#### **6xx classes**

• These classes often require the completion of certain 500 courses

• E.g. FIN 620 Behavioral Finance

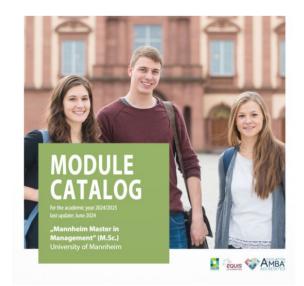
#### 7xx classes

- Required seminars for the completion of the Master thesis in a particular area or chair
- E.g. IS 752 Seminar on Process and Management Analytics



## 2.a. MMM Curriculum: Module catalog







**Prerequisites for participation** 

Necessary: -

**Recommended:** Basic knowledge of company taxation

Language	German
Form of assessment	Written exam (45 min)
Restricted admission	no

The MMM module catalog is updated once a year in summer (usually July) and is valid for one Academic Year.



Always check "necessary prerequisites" and "language" to see if you are eligible for this course. You will not be admitted to the exam if you are not eligible!

The "restricted admission" field provides information on whether everyone who registers can take part or whether there is a limited number of places that are allocated by lot.



### 2.a. MMM Curriculum: Elective (0-24 ECTS)



#### **Business School**

**Business Education** 

## **School of Humanities**

English and American Studies\*

**German Studies** 

**Romance Studies** 

Philosophy

History

## **School of Social Sciences**

Psychology

Sociology

**Political Science** 

## Departments of Law and Economics

**Business Law** 

Economics\*

# School of Business Informatics and Mathematics

Mathematics

**Computer Science** 

You can pick one elective and change once during your studies.



Details on each elective can be found in the module catalog.

If your elective consists of less than 24 ECTS, you must fill up the remaining ECTS with Business Administration Modules.

\*in English

## 2.a. MMM Curriculum: Exemplary Study Plans



Example only!

#### Semester 1 (Fall)

CC 501 Decision Analysis: Business Analytics II (6)

CC 504 CSR (4)

BF 510 Business Economics I (6)

Marketing course (6)

Management course (6)

**28 ECTS** 

#### **Semester 2 (Spring)**

CC 503 Empirical Methods: Business Analytics I (6)

BF 511 Business Economics II (6)

Marketing course (6)

Management course (4)

Management course (4)

Elective Psychology (4)

#### Semester 3 (Fall)

Information Systems course (6)

Management course (4)

Marketing course (6)

Marketing course (2)

Marketing seminar (6)

Elective Psychology (4)

Elective Psychology (4)

**Semester 4 (Spring)** 

Master thesis (24)

**Information Systems** course (6)

Elective Psychology (4)

**34 ECTS** 

**32 ECTS** 





**30 ECTS** 

## 2.a. MMM Curriculum: Exemplary Study Plans



#### Semester 1 (Fall)

CC 504 CSR (4)

Accounting course (8)

**24 ECTS** 

Taxation course (6)

Finance course (6)

Example only!

#### **Semester 2 (Spring)**

CC 501 Decision Analysis: Business Analytics II (6)

**BF 511 Business** Economics II (6)

Accounting course (6)

Taxation course (6)

Finance course (5)

Management course (6)

35 ECTS

#### **Semester 3 (Fall)**

CC 502 Applied Econometrics (6)

**BF 510 Business** Economics I (6)

Accounting course (6)

Taxation course (6)

Taxation course (8)

Taxation seminar (6)

**38 ECTS** 

#### **Semester 4 (Spring)**

Master Thesis (24)

**24 ECTS** 





## 2.a. MMM Curriculum: Exemplary Study Plans



Example only!

#### Semester 1 (Fall)

CC 504 CSR (4)

CC 502 Applied Econometrics (6)

BF 510 Business Economics I (6)

Finance course (6)

Finance course (6)

Finance course (6)

**34 ECTS** 

#### **Semester 2 (Spring)**

CC 501 Decision Analysis: Business Analytics II (6)

**BF 511 Business** Economics II (6)

Finance course (4)

Finance course (4)

Finance course (2)

Finance seminar (6)

**28 ECTS** 

#### Semester 3 (Fall)

Semester abroad

Up to 30 ECTS



#### **Semester 4 (Spring)**

Master Thesis (24)

Finance course (4)

**28 ECTS** 

Semester abroad possible in the 3rd or 4th Semester. You will receive more information in the corresponding info sessions on September 13.





### 2.a. MMM Curriculum: How to create your Study Plan

- Pick courses you are interested in and note in which semester they are offered.
- There is **no minimum number of ECTS** credits that you must complete per semester. Guideline: ~30 ECTS per semester (usually 5-6 courses) (4 semesters and 120 ECTS in total).
- 3 Don't forget to plan in the five **compulsory courses** (CC and BE).
- Think about the area in which you would like to write your **Master's thesis** and attend the relevant **seminar**. Also note which "necessary prerequisites" the seminar has and plan accordingly.
- Bear in mind that the **module catalog changes annually** and that some courses may be dropped, and new ones added. This ensures that our range of courses is always up to date. **The MMM is flexible you can be too!**



Stay relaxed! It is not necessary to plan all your courses in the first semester. Feel free to try things out and adapt your plan to your needs and interests.





#### **Deadlines Fall Semester 2024**

Reminder: You find information about course restrictions in the <u>module catalog</u>.

	Unrestricted courses	Restricted courses	
Registration period	15 August – throughout the semester	15 August – 29 August (11.59 p.m.)	
<b>De-registration period</b>	anytime	until 8 September (11.59 p.m.)	
Course admission	immediate	30 August	d the

The registration periods for seminars and Master's theses may differ. Please check the chairs' websites.





Places in restricted courses are drawn by lot - no "first come first served rule".

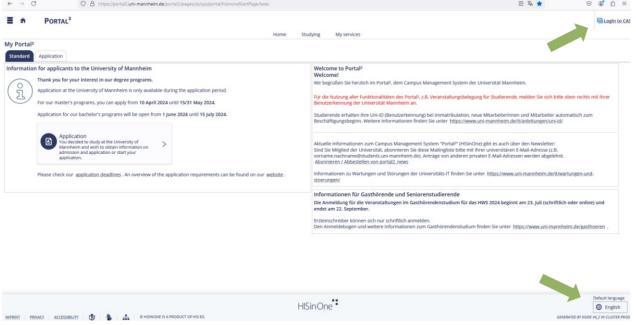
Please be fair and stick to the de-registration deadline if you don't want to participate after all, so that your fellow students can use your place.



### 2.b. Course registration



- 1. Select the courses you are interested in from the module catalog.
- 2. Check if the admission is restricted and if you are eligible for it (language, necessary prerequisites).
- Log in to the student portal (Portal<sup>2</sup>) with your Uni-ID and password.

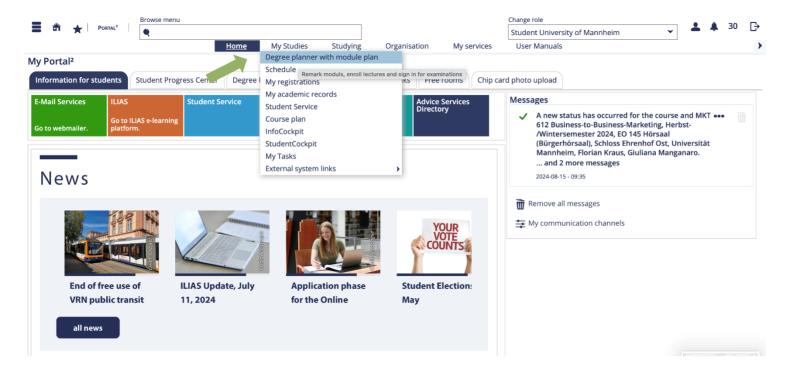


→ Switch to English on the bottom right side of the page



BUST ESS SCHOOL

4. Select "My Studies" and "Degree Planner".







- 5. Select the semester and search for the module you would like to register for (use Ctrl f).
- 6. Expand the module by clicking on the small arrow sign to the left of the module name and register by clicking on the "Apply" button.





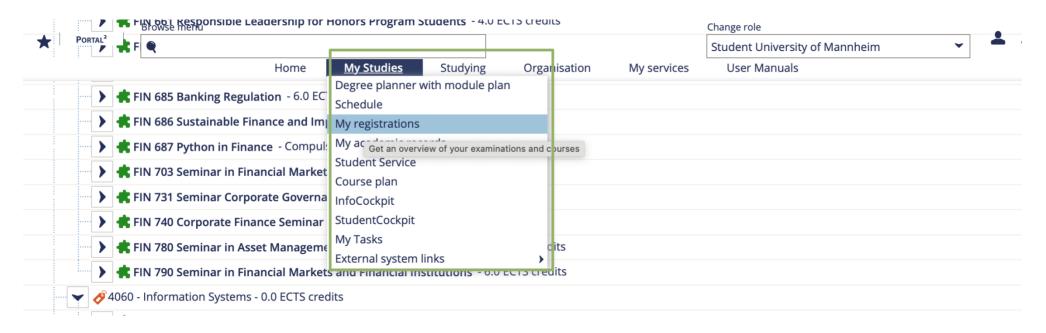
7. Your status for this course will now read "registered" (restricted courses) or "admitted" (unrestricted courses).







8. Get information about where and when the course takes place and create a timetable







8. Get information about where and when the course takes place and create a timetable

re seeing your current enrollments for the	e selected semester.		
oose term	Actions		
Term erbst-/Wintersemester 2024 ▼	Belegungen und Prüfungsanmeldungen		
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Dates and rooms		Status	Actions
Dates and rooms		Status	ACTIONS
1. parallelgroup MKT 612 Business-to-Business-Market	:30 PM weekly in Room EO 145 Hörsaal (Bürgerhörsaal) (Schloss Ehrenhof Ost)	Your actual status: admitted Term of the examination: HWS 2024 Current attempt: 1	More details  withdraw  withdraw
parallelgroup MKT 612 Business-to-Business-Market     each Friday (9/6/24 to 10/11/24) from 10:15 AM to     Examination format online:     Friday, 10/18/24 from 10:15 AM to 11:45 AM single	:30 PM weekly in Room EO 145 Hörsaal (Bürgerhörsaal) (Schloss Ehrenhof Ost) date	Your actual status: admitted Term of the examination: HWS 2024	☐ More details  → withdraw
parallelgroup MKT 612 Business-to-Business-Market     each Friday (9/6/24 to 10/11/24) from 10:15 AM to Examination format online:     Friday, 10/18/24 from 10:15 AM to 11:45 AM single Examination format online:	:30 PM weekly in Room EO 145 Hörsaal (Bürgerhörsaal) (Schloss Ehrenhof Ost) date	Your actual status: admitted Term of the examination: HWS 2024	☐ More details  → withdraw



## 2. Courses 2.c. ILIAS





- <u>ILIAS</u> = E-Learning platform (here you will find lecture recordings, course slides, course materials, etc.)
- Log in with your Uni ID and password
- You will either be automatically added to the ILIAS course if you registered for the course on Portal<sup>2</sup>, or you have to sign up for the course on ILIAS yourself

Switch to English: log in first and then click on the icon with your initials > "Einstellungen" > "Sprache"



## 2. Courses 2.c. ILIAS





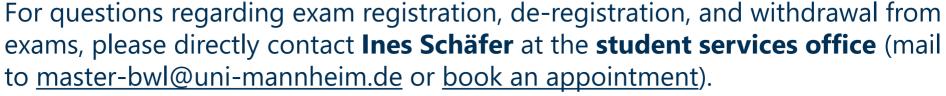
Join our Mannheim Master in Management (MMM) ILIAS course!

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Repository > Einrichtungen > Hochschule > Universität Mannheim > Fakultät für Betriebswirtschaftslehre > Fachbereich Betriebswirtschaftslehre > Mannheim Master in Management (MMM)	
Mannheim Master in Management (MMM)	Actions <b>▼</b>
Content Info Unsubscribe from Course	
Folders	
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Auslandsoptionen/study abroad options Study Abroad Semester, EMT, Free Mover, GIC, ENGAGE.EU, Summer Schools	•
Double Degree Programs	-
Forums	
MMIM Articles (Unread): 0 (0)	•



## 3. Exams3a. Exam registration





The student services office will also help you with the topics:

- <u>academic leave of absence</u>
- enrollment and dis-enrollment
- contributions and fees
- parallel studies
- transcript of records and posting of grades
- <u>formalities</u> (e.g. change of name or address)



If you are unable to take an exam due to an illness, you must submit a doctor's certificate and the form "request for de-registration from an exam due to valid reasons" without delay to the student services office. "Without delay" means without deliberate hesitation and at the earliest possible time.

## 3.a. Exam registration



Exam registration is mandatory for all forms of graded assessment, including term papers, essays, case studies or presentations!

If you are registered for a course and do not wish to take an exam, simply do not register for the exam.

Reminder: If you want ECTS and a grade, register for the exam!



#### Exam registration period, fall semester 2024

/	For all MMM modules (CC, BE, Bus. Adm.)	18.09.2024 – 03.10.2024	25
	For electives offered by other schools	23.10.2024 – 06.11.2024 AMM has an earns!	
	Deadline for posting grades	10.01.2025 that the What other progression of the street o	
		18.09.2024 – 03.10.2024  23.10.2024 – 06.11.2024  10.01.2025  Please be aware that the MMM has an earlied than other programs!  registration period than other programs!	
	EQUIS	ASSOCIATION registron	





## 3.a. Exam registration



#### First and second examination period:

	First / regular exam period	Second / alternative exam period
CC and BE courses	Exam registration possible	Exam registration possible
Bus. Adm. Elective modules	Exam registration possible	No registration possible Only available if you fail or deregister due to illness
Electives	Exam registration possible	No registration possible Only available if you fail or deregister due to illness

Find more information here:

<u>Students | University of Mannheim</u>



## 3.a. Exam registration





#### **Examination Period:**

- 9 21 December 2024 (including Saturdays)
- Exact exam dates will be announced on <u>Portal</u><sup>2</sup>
- Examination registration period is separate from course registration period

#### **Examination Formats:**

- Mostly written on-campus exams
- Also: term papers, case studies, (group) presentations



## 3.b. Examination regulations





The <u>examination regulations</u> are the legal basis for your studies.

They govern all questions relating to your studies, examinations and graduation.

It is your responsibility to familiarize yourself with the rules.



## 3.b. Examination regulations

**Re-sit exam** (all details can be found in the examination regulations)





 If you fail an exam on the first date, you will automatically be registered for the second date. If you fail an examination on the second date, you must register for a retake in the next possible semester.

#### If you ultimately fail

an elective course (i.e. fail twice)	you must take another elective course instead. The failed course will not appear on your transcript.
a compulsory course (i.e. fail three times or fail twice and no longer have a joker),	you lose your right to take examinations and your studies are terminated.
a mandatory elective course (CC 502 or CC 503) (i.e. fail twice)	you must pass the other mandatory elective course, otherwise your studies will be terminated.





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## 3. Exams3.c. Grading System



- Grades can be checked online via Portal<sup>2</sup> in end of January / beginning of February
- Transcript of records:
  - You can download your transcript of records via Portal<sup>2</sup> as soon as all your grades are available



Numerical Grade	Grade	
<b>1.0</b> or <b>1.3</b>	Excellent	
<b>1.7</b> , <b>2.0</b> or <b>2.3</b>	Good	
<b>2.7</b> , <b>3.0</b> or <b>3.3</b>	Satisfactory	
<b>3.7</b> or <b>4.0</b>	Sufficient	
5.0	Failed	



## 3. Exams3.d. Dean's List and Honors Program



- The Dean's List is an award for particularly high-performing students on the Mannheim Master in Management degree program.
   It is compiled after the second and fourth semester. The list will be compiled at the end of the spring semester. Students will receive an award.
- Students who are on the Dean's List after the second semester, can apply for the <u>Honors Program</u>. There will be an info session about the Honors Program in May next year.



## 3. Exams 3.d. Dean's List criteria



#### Second semester:

- A minimum of 51 ECTS must be achieved after the second semester
- Due to the application for the <u>Honors Program</u>, only the regular examination dates for the minimum number of ECTS credits can be considered in the second semester.

#### Fourth semester:

- A minimum of 120 ECTS must be achieved after the fourth semester
- The Dean's List is compiled after the alternate examination dates, allowing all achievements of the semester to be considered.

→The students are ranked based on their average grade, and the top 10% are nominated for the Dean's List.



## 4. Important Remarks 4.a. E-Mails





E-mails are the official communication channel of the university. You will receive important information via e-mail.

You are obliged to read your university e-mails regularly.

Log in with your Uni-ID and password here:

https://exauth.uni-mannheim.de/logon/LogonPoint/tmindex.html

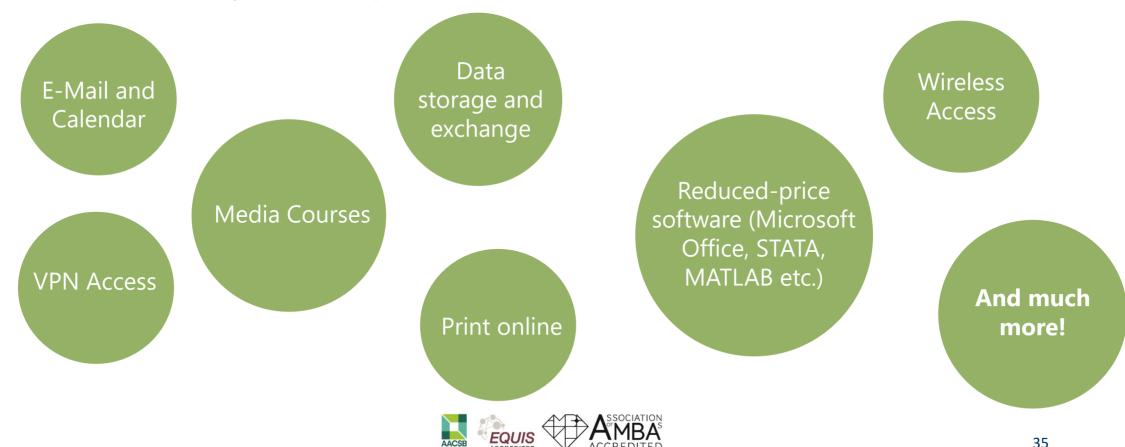
More information on e-mail-clients etc. is provided by the <u>University IT</u>.



## 4. Important Remarks 4.b. IT Services for students



The University IT (UnIT) provides numerous <u>IT services for students</u>.



# 4. Important Remarks 4.c. ecUM (Electronic Card University of Mannheim)





The ecUM serves as an ID card, cashless payment method, library card, and access authorization.

- Log in to Portal<sup>2</sup> and upload your photo (My services / photo upload chip card)
- After your successful enrollment, you receive an email with information on when and how you will receive your ecUM.
- International degree-seeking students, please refer to the central international office of the University of Mannheim with all questions regarding receiving the ecUM.



## 4. Important Remarks 4.d. Submission of Bachelor's certificate



- All students must present their original Bachelor's certificate by the end of the semester at the latest (31.01.2025).
- Preferably at the Express Service (opening hours online) or on Tuesdays during Ines Schäfer's open office hours (every Tuesday from 9-11am).
- Certificate must be in German or English; alternatively, a certified translation + original can be provided.
- Student services will make a copy on site and the certificates can of course be taken back with you.
- You might not only have this requirement, but also have to provide proof of your successful Bachelor's degree (a certificate without a transcript is also possible) by October 15. This can be sent by e-mail to <a href="mailto:master-bwl@uni-mannheim.de">master-bwl@uni-mannheim.de</a>

Every student has individual requirements on their letter of admission and all important information and deadlines are listed there. Please check your letter of admission for all your specific requirements!



## 4. Important Remarks 4.e. Study Abroad Info Sessions





Info Session on	Date	Mode	Application Deadline	
Double Degrees (in English)	30 August, 2:00 p.m.	online	30 September 2024	
Semester Abroad (in German)	13 September, 10:15 a.m.	online	21 Octobor 2024	
Semester Abroad (in English)	13 September, 3:30 p.m.	online	31 October 2024	
European Management Track (in English)	20 September, 10:15 a.m.	online	31 October 2024	
Any questions in the mear website of the international contact our colleagues the	al affairs team or	the	31 October 2024  Attend the sessions via Portal	





## Area Market Introduction

Fachschaft BWL

HWS 2024











## Agenda

**TOP 1: FSBWL Academics Team** 

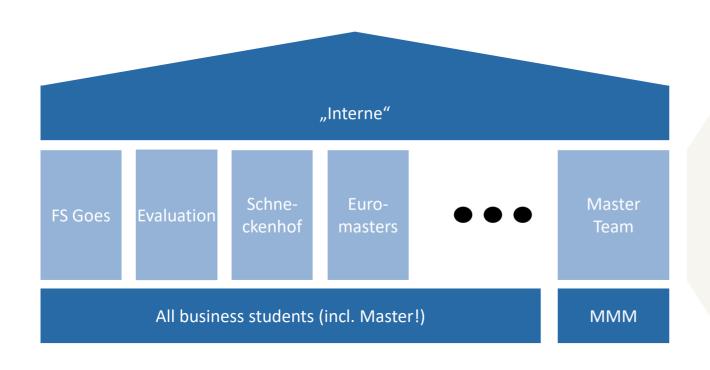
**TOP 2: Introduction Area Market** 

**TOP 3: Semester Surveys** 

**TOP 4: Exemplary Study Plans** 

#### Overview of the Fachschaft and the Master Academics Team







Sophia & Jonas
Master Team Leads

Nicolas & Stefan
Academics Team Leads

- Area Market to help you pick your courses
- Frequent exchanges with Dean & faculty to improve study conditions
- Point of contact for questions and issues

#### Reach us at:

mmm.academics@fsbwl.de









#### The FSBWI Area Market

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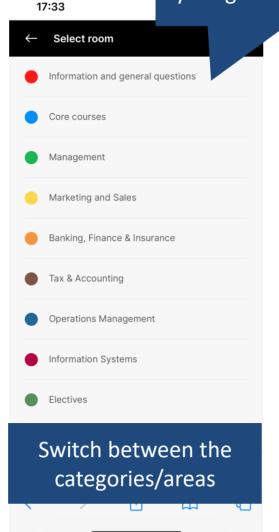
#### **Dean's Office** also answering vour general questions here

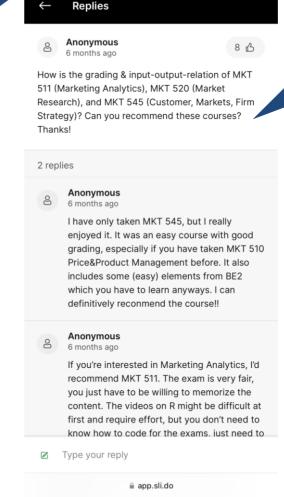


Fachschaft BWL Welcome to **FSBWL-MMM Area Market** HWS24 Aug 20 - Sep 14, 2024 I agree to use my profile details while using Join slido Back to sea

Join the area market by entering your email address

You can use it to enter with any device afterwards





... 🖘 🖼

Ask your questions anonymously, students from higher semesters will try to answer them





20:01





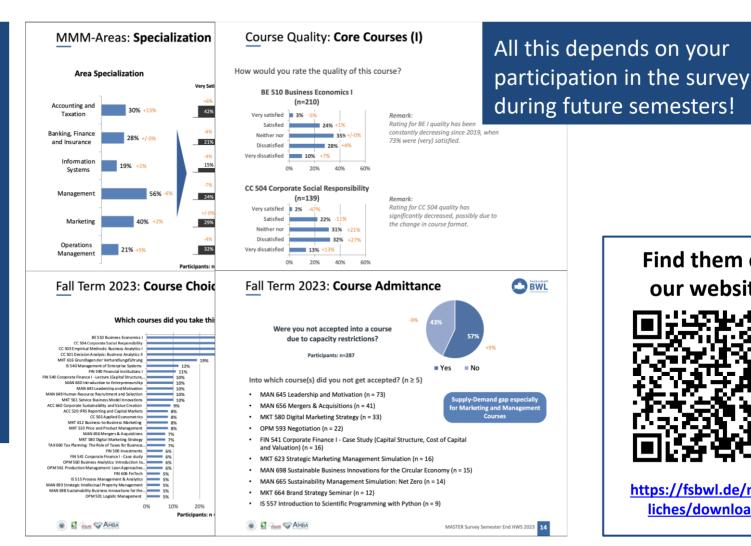


#### The survey results can help you to plan your studies



At the end of every semester, **FSBWI** conducts a **semester** survey which mainly covers:

- **General MMM topics** (specialisations, course admittance, etc.)
- Specific course feedback (rating & comments)
- → A useful tool for you to make decisions regarding courses and for us to find out where action should be taken













#### We have prepared exemplary study plans as inspiration for you















## **Key Take-Aways of this session**



- Team program management is here for you. We are always available, either by e-mail or during consultation hours.
- You can find the answers to most questions about studying on our <u>website for current</u> <u>students</u>. If not, please feel free to contact us.
- Read your <u>university-e-mails</u> regularly.
- Familiarize yourself with the <u>examination regulations</u>.
- Course registration and exam registration are different processes. Please pay attention to the deadlines.



At the University of Mannheim, we treat you as an adult. This means a lot of freedom, but we also expect you to take responsibility. **It is your liability to inform yourself** about the examination regulations, study organization, and to keep deadlines. We will of course be happy to assist you with any questions you may have.

