

## ***Detailed Fact Sheet***

**Name of University:** Duale Hochschule Baden-Württemberg Mannheim, DHBW Mannheim /  
Baden-Wuerttemberg Cooperative State University Mannheim

**Address:** Coblitzallee 1-9, 68163 Mannheim, Germany

http:// [www.dhbw-mannheim.de](http://www.dhbw-mannheim.de) (German website)

[www.dhbw-mannheim.de/en](http://www.dhbw-mannheim.de/en) (English website)

### **SEMESTER SCHEDULE FOR INTERNATIONAL PROGRAMS**

*Please note: The following semester schedule is for our International Programs only! Exchange Students who plan to take classes in any other department should contact the International Office.*

Fall Semester: Early-September until late-December (including classes and exam period)

Spring Semester: Early-February until mid-June (including classes and exam period)

Please note: There is a 3-weeks intensive German language program (80 hours) prior to each semester, starting the 2<sup>nd</sup> week of August and the 3<sup>rd</sup> week of January respectively.

### **APPLICATION DEADLINE**

Fall semester: 31<sup>st</sup> May

Spring semester: 31<sup>st</sup> October

### **APPLICATION MATERIAL**

Students can find all application documents online at

<http://www.dhbw-mannheim.de/en/international-students/exchange-students/application/>

1. DHBW Mannheim Application Form for Exchange Students
2. CV in English or German
3. Official transcript of records from home university
4. 2 Photos (passport size)
5. Exchange Student Class Registration Form: List of courses students are planning to take
6. Proof of valid health insurance for the study period in Mannheim
7. All Non-EU students must submit a Financial Statement

Applications should be sent to the International Office, see address at the end of the fact sheet.

## VISA

### Countries from which a visa is not required

Members of the EU and of the EFTA (i.e. Iceland, Liechtenstein, Norway and Switzerland) do not need an entrance/student visa but need to register at the governmental registration office. EU and EFTA citizens will neither have to register at the foreign registration office nor will they need a residence permit.

Members of the following countries also do not need an entrance/student visa, but will have to register at the foreign residence office and apply for the residence permit after their enrollment at DHBW Mannheim.

Australia, Canada, Israel, Japan, New Zealand, South Korea, USA

When it comes to visa matters it is the nationality of the student and not the University which determines what the appropriate procedure is. Example: If a student studies in a European country and has a residence permit for this country but the nationality of the student is neither European, nor from one of the seven countries listed above, the student needs to apply for a student visa in Germany.

### Countries from which a visa is required

Students from other countries have to make arrangements for obtaining a visa while still in their home country. Entrance with a tourist visa is not allowed! An entrance/student visa is required for students from these countries in order to be able to enroll. An entrance visa will be converted into a residence permit for study purposes following enrollment in Mannheim. The conversion of a tourist visa into a residence permit after entry into Germany is NOT possible!

## ESTIMATED EXPENSES

The estimated minimum student expenses are about 680 € per month, as detailed below:

Student housing including all extra costs and internet access:	approx. 280 € / month
Food:	approx. 250 € / month
Miscellaneous Expenses (books, personal hygiene, clothing, etc.):	approx. 170 € / month

### Additional Expenses per Semester

- One time deposit for student housing (to be returned upon departure): 550 €
- "Semesterbeitrag" per semester 70 €
- One time fee which allows to use all public transportation in the Rhein-Neckar region for free: 145 €

## HOUSING

Exchange students can arrange to reside in student houses with the International Office. Booking information and forms will be sent to the students upon request or entry of the application form.

## INSURANCE REQUIREMENTS

Compulsory: Health Insurance; Recommended: Personal Liability, Emergency Medical Evacuation and Repatriation.

## ACADEMIC INFORMATION

- **Language requirements:**

English: Students, who wish to take English courses other than the International Program, need to take an English test after arrival in Mannheim. Native English Speakers along with students who are taking their degree program in English, students with a TOEFL IBT 79, TOEFL PBT 550, IELTS 6 or sufficient proof of equivalent English proficiency are exempted.

German: Students who wish to take classes taught in German need to have the equivalent of B2 in the Common European Framework of Reference for Languages (CEFR).

- **Course List:** Students can find all information about language classes, university classes, classes specifically for exchange students, and projects offered in English, including content, learning outcome, contact hours and credits at <http://www.dhbw-mannheim.de/en/international-students/exchange-students/course-list/>
- **Language Courses:** During the semester, German language classes and classes in Business English, Spanish and other languages are offered for free. Prior to each semester, there are 3-weeks intensive German language classes in August and January.
- **Subject Registration Procedure:** Registration for classes will be made for each student individually, based on the learning agreement (for ERASMUS students) or the class registration form.
- **Class Format:** Lecture, Business Game, Tutorial, Independent Studies.
- **Average Course Load per semester:** Average work load per semester is 25-30 credits. 1 credit (ECTS) = 30 hours of work load. There is no minimum number of credits exchange students are allowed to take. The maximum number of credits exchange students are allowed to take is 35 ECTS per semester.
- **Examination:** Final Examination (written and/or oral), Term Paper, Projects/Presentation
- **Campus Facilities:** Sport facilities, library, canteens, computer room, etc.

- **Grading**

<b>Grade</b>	<b>Definition</b>	<b>Mark description (on the basis of the assessment criteria)</b>
<b>1</b>	<p><b>“very good”</b></p> <p>perfect (1.0 - 1.2): excellent performance</p> <p>very laudable (1.3 - 1.5): commendable performance</p>	<p>All in all, performance and result are excellent. The work of the student exceeds the usual standard by far.</p> <p>All in all, performance and result are on a high level. The work of the student is clearly above the usual standard.</p>
<b>2</b>	<p><b>“good”</b></p> <p>laudable (1.6 - 2.5): a really competent performance</p>	<p>All in all, performance and result have been achieved. The work of the student exceeds the usual standard.</p>
<b>3</b>	<p><b>“satisfactory”</b></p> <p>satisfactory (2.6 - 3.5): competent performance</p>	<p>All in all, a satisfactory performance. The work of the student corresponds to the usual standard.</p>
<b>4</b>	<p><b>“sufficient”</b></p> <p>borderline (3.6 - 4.0): minimum requirements satisfied</p>	<p>All in all, a performance level that only partially achieves the required competence. All in all, the student's work is at the borderline.</p>
<b>5</b>	<p><b>"insufficient"</b></p> <p>unsatisfactory (4.1 - 5.0): not corresponding to the requirement</p>	<p>All in all, the performance level shown by the student is below the minimum requirements.</p>

### **Examination forms**

Examination works are rendered in the following **examination forms**:

- Written examination (WE)
- Seminar work (SW)
- Oral examination (OE)
- Presentation (P)
- Certificate (C)
- Project and its presentation (PP)
- Bachelor thesis (BT)
- Passed (P) - no examination required
- Audited (A)- no examination required

## Contact

International Office

Duale Hochschule Baden-Wuerttemberg Mannheim /

Baden-Wuerttemberg Cooperative State University Mannheim

Coblitzallee 1-9

68163 Mannheim

Germany

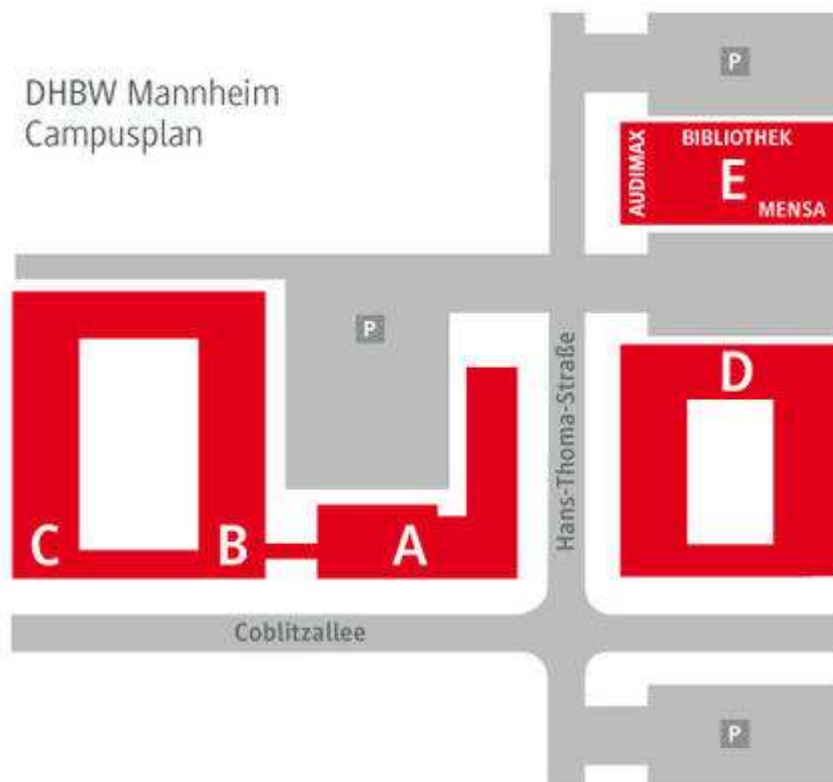
Tel. + 49 621 4105 1184

Fax: +49 621 4105 1807

E-Mail: [international@dhw-mannheim.de](mailto:international@dhw-mannheim.de)

[www.dhw-mannheim.de/en](http://www.dhw-mannheim.de/en)

## Where to find us



The International Office is located in building D, Room I 022-024