

**UNIVERSITY OF APPLIED MANAGEMENT STUDIES  
ERASMUS+ PROGRAMME  
Fact Sheet**

FULL LEGAL NAME OF INSTITUTION	Hochschule der Wirtschaft für Management gGmbH
ERASMUS ID CODE	D MANNHEI10
ERASMUS UNIVERSITY CHARTER	269973-EPP-1-2015-1-DE-EPPKA3
POSTAL ADDRESS	Oskar-Meixner-Str. 4-6, 68163 Mannheim
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LEGAL REPRESENTATIVES	Prof. Dr. Henrik Becker, PhD (President and CEO) Prof. Dr. Dolores Sanchez Bengoa, PhD (Vice-president) Arvinder Billing (CEO) Bhavnoor Bedi (CEO)
WEBSITE	<a href="http://www.hdwm.de">www.hdwm.de</a>
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**ERASMUS OFFICE**

ERASMUS INSTITUTIONAL COORDINATOR	Ms. Muge Akgedik Akoglanoglu Phone: +49 (0) 621 490 890 17 Email: <a href="mailto:international-office@hdwm.org">international-office@hdwm.org</a> Website: <a href="http://Erasmus+ - HdWM">Erasmus+ - HdWM</a>
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>▪ Coordination and management of the ERASMUS+ institutional contract</li> <li>▪ Linkage to professors within the university</li> <li>▪ Principle matters of inter-institutional agreements</li> <li>▪ General information about the university and its study programmes</li> <li>▪ Information and help with formalities, application, housing, language course etc.</li> <li>▪ Receiving of the nominations of incoming students</li> </ul>
<b>Please note:</b> The departmental coordinators are responsible for agreeing the inter-institutional Agreements, <b>not</b> the International Office.	
ERASMUS DEPARTMENTAL COORDINATORS	<b>Prof. Dr. Michael Cofrin, PhD</b> B.A. Management in International Business (in English) M.A. Business Management (in English) <b>Prof. Dr. Georgia-Julie Papastamatelou, PhD</b> B.Sc. Business Psychology (in German) M.Sc. Business Psychology (in German) <b>Prof. Dr. Daniel Heinrich, PhD</b> B.A. Business Management (in German) M.A. Business Management (in German)
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>▪ Inter-Institutional ERASMUS agreements</li> <li>▪ Selection of outgoing and incoming students</li> <li>▪ Academic issues (Learning and Mobility Agreements, Transcripts)</li> </ul>



NOMINATION DEADLINES FOR INCOMING STUDENTS	
WINTER SEMESTER	SUMMER SEMESTER
Nomination: May 15 <sup>th</sup>	Nomination: November 15 <sup>th</sup>
Note: Partner institutions should send nominations to <a href="mailto:international-office@hdwm.org">international-office@hdwm.org</a> specifying the name, field of study, academic year and semester, number of months and e-mail address of the nominated student(s).	

APPLICATION DEADLINES FOR INCOMING STUDENTS	
WINTER SEMESTER	SUMMER SEMESTER
Application: June 15 <sup>th</sup>	Application: December 15 <sup>th</sup>

DOCUMENTS REQUIRED FOR APPLICATION
Erasmus+ Learning Agreement
Application Form*
Official Transcript of Records
Passport Copy
* This document can be found via the following link <a href="#">Application Form</a>
Note: The <b>completed application form</b> should be signed and stamped by your Erasmus Office at your home university and sent to our university as a scan by mail to <a href="mailto:international-office@hdwm.org">international-office@hdwm.org</a> . Additionally, you need to create an online <b>learning agreement (LA)</b> on <a href="https://learning-agreement.eu/">https://learning-agreement.eu/</a>
University of Applied Management Studies will normally send its decision within 2 weeks. Please be aware that some subject areas may need more time for the decision.
A Transcript of Records will be issued by University of Applied Management Studies no later than 5 weeks after the assessment period has finished, depending on the completion of the course list by the Incoming student.

ACADEMIC CALENDER*	
At German universities, the academic year is divided into two terms: <i>Wintersemester</i> and <i>Sommersemester</i> .	
Winter term	begins officially on October 1 <sup>st</sup> and ends on March 31 <sup>st</sup>
Summer term	begins on April 1 <sup>st</sup> and ends on September 30 <sup>th</sup>
* Examinations may take place during the week after the lecture period. For details, please ask the ERASMUS departmental coordinator.	
ORIENTATION	
A Welcome Week for international students takes place one week before or at the beginning of each semester (beginning October/April). Attendance is highly recommended as individual support for late arrivals is restricted. Organisational matters including enrolment take place only during the orientation!	
HOLIDAYS	
<b>New Year</b> 01.01.2025   <b>Three Kings' Day</b> 06.01.2025   <b>Good Friday</b> 18.04.2025   <b>Easter Monday</b> 21.04.2025   <b>Labour Day</b> 01.05.2025   <b>Ascension</b> 29.05.2025   <b>Whit Monday</b> 09.06.2025   <b>Corpus Christi</b> 19.06.2025	



Day of German Unity 03.10.2025 | All Saints' Day 01.11.2025 | Christmas 25.12.2025 - 26.12.2025

COURSE INFORMATION	
SELECTING COURSES	<p>At our university, courses are taught in English and German. Incoming Students can choose any courses from any of our bachelor degree programmes according to their academic background as long as the courses are not overlapping.</p> <p><b>B.A. Management in International Business (in English)</b> This is our English track degree with a sound education in Management and Business, with a strong focus on the international aspects of business – ideally qualified to work in businesses operating internationally. <a href="#">Module Handbook BA Management in International Business</a></p> <p><b>B.A. Business Management (in German)</b> This is our standard management and business studies course. <a href="#">Modulhandbuch BA Business Management</a></p> <p><b>B.A. Social Work (in German)</b> Our latest degree course is for people who wish to make a career in social work - helping people who are facing difficulties in their lives. <a href="#">Modulhandbuch BA Soziale Arbeit</a></p> <p><b>B.Sc. Business Psychology (in German)</b> To respond to new challenges, there is a high demand for interdisciplinary trained specialists who are able to combine their management skills with expert knowledge in the field of psychology. Our degree programme aims to equip students for a career that matches future labour market needs and trends. <a href="#">Modulhandbuch Wirtschaftspsychologie</a></p> <p><b>M.A. Business Management (in English and German)</b> The discussion around the need for managers to take an active role in Industry 4.0 is a good indication of the broad range of systemic management competencies that will be required in the future. It is also crucial that managers be able to effectively understand and influence people and their behaviour in corporate cultures. The competency goals set for this programme are oriented on the demands placed on managers in modern companies and organisations. <a href="#">Module Handbook M.A. BMe</a></p> <p><b>M.Sc. Business Psychology – Organisational Psychology (in German)</b> <a href="#">Modulhandbuch M.Sc. Wirtschaftspsychologie</a></p> <p><b>M.Sc. Business Management and Business Psychology (in German)</b> <a href="#">Modulhandbuch Master BMWP</a></p> <p>For all questions concerning courses and study programmes, students may</p>



	contact the corresponding ERASMUS departmental coordinator (above-mentioned).
LANGUAGE REQUIREMENTS	B2 English or C1 German
GERMAN COURSES	<a href="#">Goethe Institut</a> and <a href="#">Studium Generale</a>

ACCOMMODATION	
<p>HdWM has no dormitories or any other kind of accommodation arrangements for its students, unfortunately. Therefore, it is suggested that students rent a flat or share a rented flat. International Office provides information to exchange students on how to rent a flat in the city.</p> <p><b>Please note</b> that after you moved to Mannheim you should register with the Citizen’s Service (Bürgerservice) within a week:            Fachbereich Bürgerdienste            K7 in Mannheim            Tel. 0621 / 293-3230  <a href="mailto:buergerdienste@mannheim.de">buergerdienste@mannheim.de</a>            Website: <a href="#">Citizen service   Mannheim.de</a>            Office hours:            Tuesday, Wednesday and Friday: 08:00 - 12:00</p>	
<b>HEALTH INSURANCE</b> <b>LIABILITY INSURANCE</b>	<p>All students in Germany are required to have a health insurance policy. You will not be enrolled at the university without providing proof of your health insurance coverage.</p> <p>All students need a sufficient health insurance: <b>a)</b> either the European Health Insurance Card or <b>b)</b> other private health insurance valid for Germany during the whole study abroad period covering all necessary costs.</p> <p>We also recommend that students take out a third-party liability insurance to cover any accidental damages caused to other persons or property during their stay.</p> <p><b>The ERASMUS+ programme and the University of Applied Management Studies do not provide any of these insurances.</b></p> <p>Further info:  <a href="#">HdWM_Incoming_Before_your_arrival.pdf</a></p>
<b>VISA / ENTRY PERMITS</b>	<p>The entry requirements into the Federal Republic of Germany are different according to your country of origin. Please enquire as soon as possible as to whether you need a visa or not.</p> <p>Citizens of EU countries do not require a visa to study in Mannheim. Students with <b>non-EU/EFTA nationality</b> need a student visa which</p>



	<p>they should apply for at the German Embassy/Consulate <b>well in advance</b>.</p> <p>The International Office of the University of Applied Management Studies will send an <b>acceptance letter</b> to students with non-EU/EFTA nationality after they have been accepted by the ERASMUS departmental coordinator.</p> <p>Further info: <a href="#">HdWM_Incoming_Before_your_arrival.pdf</a></p>
<b>BUDDY PROGRAMME</b>	In the buddy programme, HdWM students assist newly-arrived international students in getting settled. From their arrival to planning their free time, setting up a class schedule and finding accommodation, new international students receive individual support. If you would like to take part in our <b>Student Buddy Programme</b> , please send us an <a href="#">e-mail</a> .
<b>COST OF LIVING</b>	On average: €750-900 per month (accommodation €300-400; health insurance approx. €100-150 and the rest for food and clothing). However, the expenditures heavily depend upon the individual lifestyle.
<b>DISCOVER MANNHEIM</b>	Mannheim is a city in southern Germany in the northwest of the federal state of Baden-Württemberg. It is the second largest city in the state after the capital Stuttgart. <a href="#">HERE</a> you can find plenty of information about our city.

CONVERSION SCALES FOR INCOMING STUDENTS			
100 Grading System	HdWM Grading System	Level	Descriptor
$n \geq 95$	1,0	sehr gut (very good)	an outstanding achievement
$90 \leq n < 95$	1,3		
$85 \leq n < 90$	1,7	gut (good)	an achievement substantially above average requirements
$80 \leq n < 85$	2,0		
$75 \leq n < 80$	2,3		
$70 \leq n < 75$	2,7	befriedigend (satisfactory)	an achievement which corresponds to average requirements
$65 \leq n < 70$	3,0		
$60 \leq n < 65$	3,3		
$55 \leq n < 60$	3,7	ausreichend (sufficient)	an achievement which barely meets the requirements
$50 \leq n < 55$	4,0		
$n < 50$	5,0	nicht ausreichend (not sufficient / failed)	an achievement which does not meet the requirements