



**UNIVERSITY OF APPLIED MANAGEMENT STUDIES**  
**ERASMUS+ PROGRAMME**  
**INSTITUTIONAL INFORMATION 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
TELEPHONE	+49 (0) 621 490 712 17
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LEGAL REPRESENTATIVES	<b>Prof. Dr. Perizat Dağlıoğlu (President)</b> Prof. Dr. Dolores Sanchez Bengoa (Vice-president) Wolfgang Dittmann (Director)
WEBSITE	<a href="http://www.hdwm.de">www.hdwm.de</a>
EMAIL	<a href="mailto:erasmus@hdwm.org">erasmus@hdwm.org</a>

**ERASMUS OFFICE**

ERASMUS INSTITUTIONAL COORDINATOR	Mrs. Cristina Durán Phone: +49 (0) 621 490 890 81 Email: <a href="mailto:cristina.duran-vaquero@hdwm.org">cristina.duran-vaquero@hdwm.org</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>
Please note: The departmental coordinators are responsible for agreeing the inter-institutional Agreements, not the International Office.	
ERASMUS DEPARTMENTAL COORDINATORS	<b>Prof. Dr. Mike Cofrin, PhD</b> B.A. Management in International Business (in English) <b>Prof. Dr. Hans Rüdiger-Kaufmann, PhD</b> M.A. Business Management (in English) <b>Prof. Dr. Susanne Steimer, PhD</b> B.A. Management and Leadership (in German) B.A. Consulting and Sales Management (in German) <b>Prof. Dr. Katja Hanke, PhD</b> B.Sc. Psychology and Management (in German) <b>Prof. Dr. Wera Hemmerich, PhD</b> B.A. Social Work – Integration Management (in German) <b>Prof. Dr. Frank Stäudner, PhD</b> M.A. Business Management (in German) <b>Prof. Dr. Andreas Zimmer, PhD</b> M.Sc Business Psychology
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>▪ Inter-Institutional ERASMUS agreements</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ Selection of outgoing and incoming students</li> <li>▪ Academic issues (Learning and Mobility Agreements, Transcripts)</li> </ul>
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NOMINATION DEADLINES FOR INCOMING STUDENTS	
WINTER SEMESTER	SOMMER SEMESTER
Nomination: May 15 <sup>th</sup>	Nomination: November 15 <sup>th</sup>
Note: Partner institutions should send nominations to <a href="mailto:erasmus@hdwm.org">erasmus@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	SOMMER 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
* These document can be found on <a href="http://www.hdwm.de/international-studieren/erasmus-programm">http://www.hdwm.de/international-studieren/erasmus-programm</a>
<b>Note:</b> The <b>completed application form</b> and <b>learning agreement</b> (LA) 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:erasmus@hdwm.org">erasmus@hdwm.org</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	



**New Year** 01.01.2020 | Epiphany 06.01.2020 | Good Friday 10.04.2020 | Easter Monday 13.04.2020 | **Labour Day** 01.05.2020 | Ascension 21.05.2020 | Whit Monday 01.06.2020 | Corpus Christi 20.06.2019 | Assumption Day 15.08.2020 | **Day of German Unity** 03.10.2020 | **All Saints' Day** 01.11.2020 | Christmas 25.12.2020

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="http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Management_in_International_Business.pdf">http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Management_in_International_Business.pdf</a></p> <p><b>B.A. Sales Management (in German)</b> Students learn the basics of business and management plus the tools and techniques needed to be successful in sales, and management skills needed to control, motivate and manage a team of salespeople. <a href="http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Beratung_und_Vertrieb.pdf">http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Beratung_und_Vertrieb.pdf</a></p> <p><b>B.A. Management and Leadership (in German)</b> This is our standard management and business studies course. <a href="http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Management_und_Unternehmensfuehrung.pdf">http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Management_und_Unternehmensfuehrung.pdf</a></p> <p><b>B.A. Social Work – Integration Management (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="http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulhandbuch_Soziale-Arbeit-Integrationsmanagement.pdf">http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulhandbuch_Soziale-Arbeit-Integrationsmanagement.pdf</a></p> <p><b>B.Sc. Psychology and Management (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="http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Psychologie_und_Management.pdf">http://www.hdwm.de/src/pdf/downloads/HdWM_Bachelor_Modulbeschreibung_Psychologie_und_Management.pdf</a></p> <p><b>M.A. Business Management (in English)</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</p>



	<p>corporate cultures. The competency goals set for this programme are oriented on the demands placed on managers in modern companies and organisations.</p> <p><a href="http://www.hdwm.de/src/pdf/downloads/HdWM_Master_Business_Management_handbook_of_modules_English.pdf">http://www.hdwm.de/src/pdf/downloads/HdWM_Master_Business_Management_handbook_of_modules_English.pdf</a></p> <p>For all questions concerning courses and study programmes, students may contact the corresponding ERASMUS departmental coordinator (above-mentioned).</p>
LANGUAGE REQUIREMENT	B2/C1 German (recommended) B2/C1 English (recommended)
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 and assistance 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 (Bürgerdienst) within a week:</p> <p>Fachbereich Bürgerdienst K7 in Mannheim Tel. 06 21 / 2 93 - 40 80 <a href="mailto:buergerdienste@mannheim.de">buergerdienste@mannheim.de</a> Office hours: Monday, Thursday: 08:00 - 18:00 Tuesday, Wednesday and Friday: 08:00 - 12:00</p>	
<p><b>HEALTH INSURANCE</b> <b>LIABILITY INSURANCE</b></p>	<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 insurance.</b></p> <p>Further info: <a href="http://www.hdwm.de/src/pdf/international/erasmus/incoming/HdWM_INCOMING_Before_your_arrival.pdf">http://www.hdwm.de/src/pdf/international/erasmus/incoming/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 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 student with non-EU/EFTA nationality after they have been accepted by the ERASMUS departmental coordinator.</p> <p>Further info:  <a href="http://www.hdwm.de/src/pdf/international/erasmus/incoming/HdWM_INCOMING_Before_your_arrival.pdf">http://www.hdwm.de/src/pdf/international/erasmus/incoming/HdWM_INCOMING_Before_your_arrival.pdf</a></p>
<b>BUDDY PROGRAMME</b>	<p>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>.</p>
<b>COST OF LIVING</b>	<p>On average: €650-800 per month (accommodation €300-400; health insurance approx. €80 and the rest for food and clothing). However, the expenditures heavily depend upon the individual lifestyle.</p>
<b>DISCOVER MANNHEIM</b>	<p>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.</p>

CONVERSION SCALES FOR INCOMING STUDENTS			
100 Grading System	HdWM Grading System	Level	Descriptor
n ≥ 95	1,0	sehr gut (very good)	an outstanding achievement
90 ≤ n < 95	1,3		
85 ≤ n < 90	1,7	gut (good)	an achievement substantially above average requirements
80 ≤ n < 85	2,0		
75 ≤ n < 80	2,3		
70 ≤ n < 75	2,7	befriedigend (satisfactory)	an achievement which corresponds to average requirements
65 ≤ n < 70	3,0		
60 ≤ n < 65	3,3		
55 ≤ n < 60	3,7	ausreichend (sufficient)	an achievement which barely meets the requirements
50 ≤ n < 55	4,0		



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n < 50	5,0	nicht ausreichend (not sufficient / failed)	an achievement which does not meet the requirements
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