HOCHSCHULE
MAINZ



HANDBOOK

INTERNATIONAL EXCHANGE STUDENTS
Summer Semester 2027
Semester II

HOCHSCHULE MAINZ

November 2026

Information and application details for exchange students (subject to change). If there are changes, we will let you know as soon as we will be able to

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WELCOME TO HOCHSCHULE MAINZ, UNIVERSITY OF APPLIED SCIENCES

This guide is meant for all international Incoming students of Hochschule Mainz, both Bachelor and Master students staying with us one semester or a full academic year either in the framework of an exchange programme or as a free mover student.

Students who are interested in our full-time bachelor's or master's degree Programme will be kindly asked to find additional instructions and special application forms on the respective degree programme pages on our website:
www.hs-mainz.de/en/academics/degree-programs/overview-of-degree-programs/

We warmly recommend you to read this handbook carefully.
A lot of information especially for you concerning studying and living in Mainz will help you planning your stay here and settle into our university and the city of Mainz.

To get an impression about student life in Mainz and on our campus please have a look at our image videos on youtube: International - YouTube

We hope that you enjoy your studies at our university and looking forward to seeing you in Mainz!

Your Incoming team

Sabine Klebig, Kathrin Krechel & Christine Schreeb





Germany - Mainz

The Federal Republic of **Germany** is composed of 16 federal states. It is located in the centre of Europe and has nine neighbouring states. With a population of about 83,000,000 citizens, it is the most highly populated country in the European Union, but according to area size it is the third largest country. As a member of the European Union and NATO Germany is an important place for European and international contacts. Its central position means it serves as a bridge between the countries of Western and Eastern Europe, and well as between those of Northern and Southern Europe.



Mainz, the capital town of Rhineland-Palatinate (www.rlp.de) with 220,000 inhabitants has an impressive historical past, over 2,000 years old. Mainz has played a central role in German history, the cathedral, seat of the bishop of Mainz, dates back to 975. The city's famous son, Johannes Gutenberg, printed the first bible in 1452.
As the centre of the Rhein-Main region, Mainz is well-known for its friendliness and cosmopolitan outlook, which is best demonstrated during the carnival season. Mainz is also an important economic base for industry (such as BioNTech, Schott Glass factory, J.F. Hillebrand Group AG, Werner & Mertz Gmbh) as well as being a significant media centre (ZDF and Südwestrundfunk radio and television channels are all based in Mainz).

The twin towns of Mainz are Dijon, Longchamps (France), Watford (England), Zagreb (Croatia), Valencia (Spain), Haifa (Israel), Erfurt (Thuringia), Rodeneck (Italy), Baku (Azerbaijan), Louisville (Kentucky, USA) and Kigali (Ruanda).

For further information, please see:
http://www.mainz.de/en/index.php









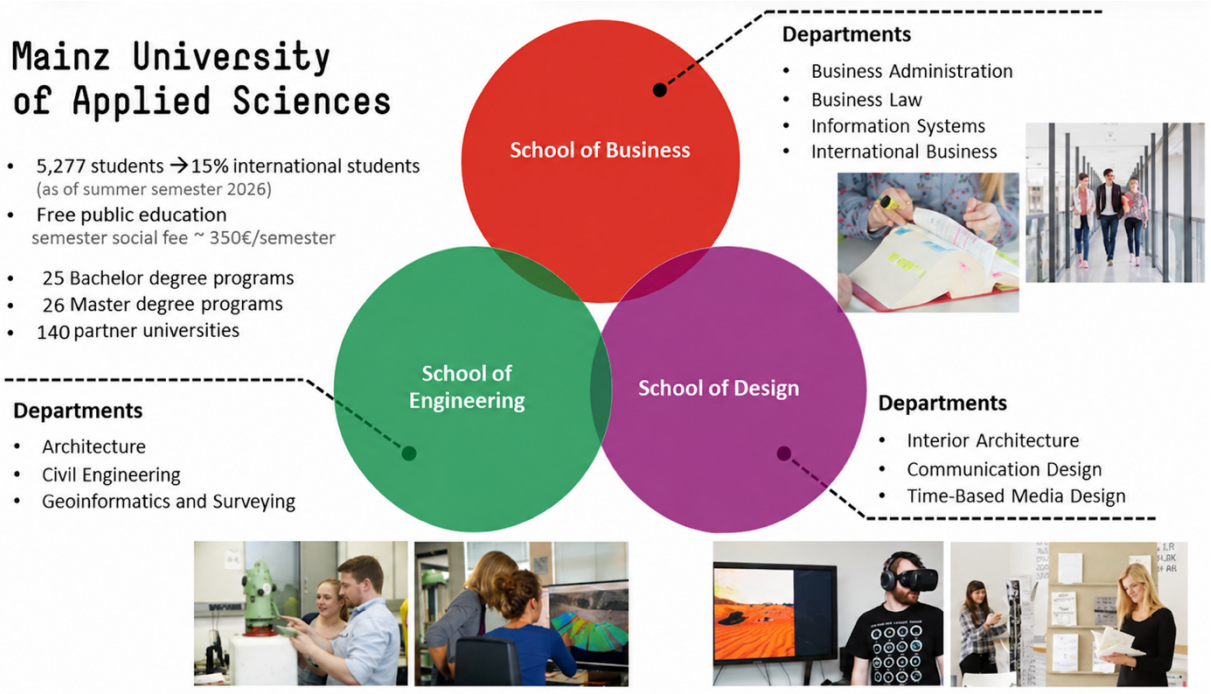
Studying at Mainz University of Applied Sciences

Welcome to Mainz University of Applied Sciences: We believe in providing practical experience through projects carried out with partners, practical periods spent working in companies, and adjunct instructors with a foot in professional life. Part-time and cooperative study programmes make it possible for our students to combine their studies with professional activities.

For us it is natural to orientate our teaching internationally. We co-operate with more than 120 partner universities in the entire world. Integrated foreign courses, internationally recognised master's courses, dual degrees, support of study periods abroad and exchange programmes for lecturers, COIL Projects as well as efforts to intensify the students' language training through foreign language classes all play an important role.

The close contacts which exist with many business enterprises and the practical emphasis in the bachelor thesis ensure a smooth transfer from student to professional life. Our students learn about economic reality in companies and have often made preliminary contacts to possible future employers. A particular strength of our university teaching staff is that all of them have also had many years professional experience in business or industry. The Mainz University of Applied Sciences puts especial emphasis on closeness to its students. The focus is always on the students: They benefit from the familiar atmosphere, small groups and project-oriented learning.
Facts

About 5,600 students are enrolled in 25 Bachelor´s and 26 Master´s degree courses at the Mainz University of Applied Sciences. A wide variety of study programmes are offered, divided in the three following faculties:

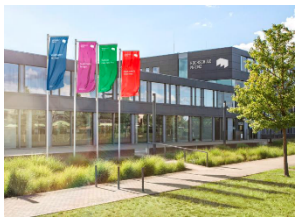


Degree programmes www.hs-mainz.de/en/academics/degree-programs/overview-of-degree-programs/

Our locations

Mainz University of Applied Sciences has two locations. The main campus of Mainz University of Applied Sciences is located at Lucy-Hillebrand-Str. 2. All three faculties are based here, as are the university management and the administration. Only the ‘Time-Based Media’ department is located on Wallstraße.

Campus
Lucy-Hillebrand-Str. 2
55128 Mainz
Tel: +49 (0)6131 628-0

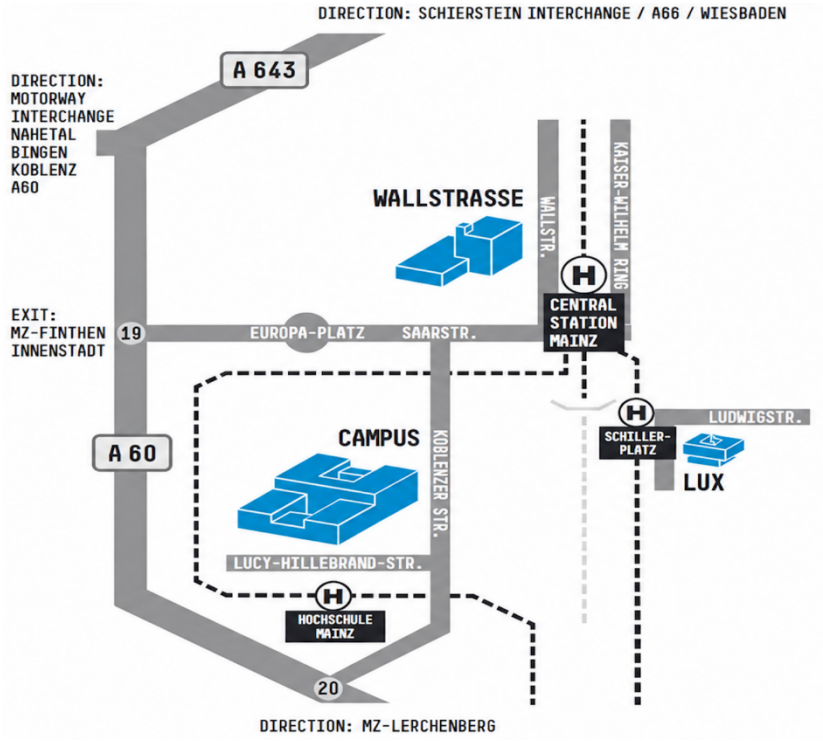


Location Wallstrasse
Time-based media only
Wallstr. 11
55122 Mainz



LUX Pavilion
HS Mainz showcase for exhibitions and events
Ludwigsstraße 2
55116 Mainz





International Office

Our responsibilities
Our main tasks are to promote and intensify co-operation agreements with foreign universities, to assist foreign students and teaching staff at the university, and to give advice and help to students and teaching staff at the Hochschule Mainz who wish to study or work abroad.

The following offers are made for foreign students at our university as part of the **Tutorial and Welfare Programmes**:

- **Induction days (Introduction Week)**
  10 days/one week programme to help foreign students get to know the study procedures at the beginning of the winter and summer semesters, e.g. enrolment, individual study plan, excursions, guided city tour, introduction to our learning systems (Activate your IT Account, OLAT, CIM), registration with Foreign Office, Welcome Introduction Event, etc.
- **Subject Tutors**
  Students in higher semesters offer specific subject tutorials for foreign students to help them prepare for course work and examinations. They also help explain difficult subject matters, the teaching and learning methods common at the university and help with any linguistic problems.
- **Excursions**
  Our excursion programme aims to deepen and widen academic knowledge by giving the students the opportunity to learn more about Germany's culture, economy and society as well as to intensify international contacts between students.
- **Other Information Sources and Programmes of Events**
  The Student Union, the student service and other student organisations also offer a wide range of activities for foreign students, which you are welcome to participate in. Events about cultural, political, social and economic aspects of German life, as well as events about foreign cultures are some of the items on their programmes. Please check the website of the student service before arrival:
  https://www.studierendenwerk-mainz.de/en/freetime

International Week
Every two year we organize an International Week. The aim of this week is to improve personal contacts between the lecturers, staff and students of our international partners. The next event will take place in May 2027.



Guests of the International Week 2023



Guests of the International Week 2025

ADMISSION

Admission of Exchange students - Online Application

First of all, your home university has to nominate you as an exchange student to our university. Nominations are made via our Mobility online system. After we have received your nomination through the system, you will receive an e-mail with all the links and information required for the application.

Nomination deadline

1st of May for winter semester 2026/27 (semester 1) and academic year 26/27
1st of November for spring semester 2027 (semester 2)

After completing the online form, you will be prompted by email to register with Mobility-Online. Please upload it together with the following documents in mobility online:

- Current Transcript of Records
- Copy of your passport or ID card
- CV in English or German Language
- Motivation letter
- Learning Agreement (EU-students via OLA or within the system used by the home university – deadline 15th of June))
- Learning Agreement (NON-EU students) form can be found on page 14 (deadline 15th of June)

Non-EU students will get an invitation letter after nomination in order to start the visa process. Therefor please upload your passport copy asap in the Mobility Online System.
All students will get a confirmation after application deadline.

Application deadline

15th of May for winter semester 2026/27 (semester 1)
15th of November for spring semester 2027 (semester 2)

Course selection and Course Choice

School of Business

As an exchange student you can choose your individual program from the whole study program offered by the School of Business, maximum workload of 30 ECTS credit points per semester (6 modules to 5 ECTS points) . Bachelor students select only modules on Bachelor level, Master students only courses on Master level. German language courses are available for all students.

Please contact your home university to make sure that you comply with any requirements stipulated by them, as to which modules you are allowed to take at Hochschule Mainz (course contents, course hours, study year etc.) . To help you to plan your timetable in advance please finish the **Learning Agreement** by 15th of June for the winter semester and 15th of December for the summer semester.

School of Engineering and School of Design

In the School of Engineering and the School of Design, the final course selection will only take place after your arrival during the introduction week. Nevertheless, the module descriptions on our website provide a good overview, which students from the School of Engineering can use to draw up their Learning Agreement effectively. You can download it here: Hochschule Mainz: University of Applied Sciences: Incoming Exchange Students

In the Department of Design, however, different courses are offered each semester, and these are only published shortly before the start of the semester. The module handbook describes only the course categories. These recur every semester, but the specific content changes. If your home university does not require a Learning Agreement before your arrival, you are therefore welcome to draw it up after the start of the semester to avoid unnecessary changes to the Agreement.

If your university requires a Learning Agreement, please use the course categories.

Learning Agreement
Your individual study program is recorded in the **Learning Agreement** and must be signed by you, your home university and Mainz University of Applied Sciences. The ECTS (**E**uropean **C**redit **T**ransfer **S**ystem) is the foundation for your program and workload.
30 ECTS credits (ecp) is the regular workload and 32 -35 ecp the maximum you can opt in for. In general, your course choice is binding. We will always try to place you in your desired courses, however, due to possible late failures (the lecturer is ill...), timetable overlaps, the course is overbooked or whatever reason we may think of, we cannot guarantee that every course will be feasible during your stay. If this is the case it will be a matter of exceptional changes **after** arrival.

Please note that each department has different rules and regulations for your course selection. You will find the details in the module descriptions.

Each Learning Agreement has a header with the general information about the exchange and a table A in which courses at the host university are entered, as well as a table B in which it is specified how the courses from table A will be recognized on return. It is only valid, when signed by all parties, you, the home- and host university.

In general, there are two different ways to handle the learning agreement:

- Digital Learning Agreement (only available for students from EU/Erasmus countries)
- Paper-based / PDF learning agreements (to be used by Non-EU students or if your Erasmus home university has not yet implemented a digital workflow)

<u>Learning Agreement EU students</u>
If you are an Erasmus+ student, you are **obliged** to use a **digital learning agreement**.
Please contact the coordinator of your home university and ask her or him, how to proceed.
Within the scope of EWP (Erasmus Without Paper), the digital Learning Agreement is implemented in the workflow your home university uses.
A paper-based/PDF will only be accepted, if your home university is not yet connected to the EWP network. (if this is the case, please proceed as described below)

<u>Learning Agreement Non-EU and Non-EWP students</u>
If you are from a non-European university or your European home university is not yet connected to the EWP network, please download the form (LA_Non_EU/Non-EWP).
Fill in the header
Fill in table A with the courses you want to take at Hochschule Mainz (max 30 ecp) and fill table B, with the courses you want to have recognized after return.
Sign it, have it signed by your coordinator and upload it to Mobility Online

Your individual timetable will be discussed with you after your arrival during the introduction week.

Language skills – prerequisites
A major part of our modules are offered in German. We encourage all international exchange students to also attend modules offered in German, provided their knowledge of the German language is good enough. We recommend German language skills which correspond to level B2 of the Common European Framework of Reference for Languages.
www.daad.de/en/study-and-research-in-germany/plan-your-studies/cefr/

Nevertheless, those exchange students who do not speak German can compose their study programme with modules offered in English. Please make sure that your English language skills are good enough to be able to follow lectures, hold presentations and write theses and examinations in English. Moreover, we recommend Bachelor students to have acquired language skills which correspond to level B2 and Master students' level B2-C1 of the Common European Framework of Reference for Languages. ***We do not require our exchange students to submit any language examinations such as the TOEFL or IELTS test.***

Language courses – German language and culture
At present we have six different levels of the subject "German Language and Culture" on offer. We recommend all students to attend one of the language modules (4 hours per week the whole semester) in order to at least acquire basic knowledge of the German language. During the introduction week there will be an assessment test according to which students will be allocated into different group levels.

Further information:
Hochschule Mainz: University of Applied Sciences: DaF

Financial requirements
Exchange students coming to study at our university for one semester or one academic year will not have to pay tuition fees. European students usually get an ERASMUS grant from their home university. Other exchange students should have already applied for grants etc. in their home country.

Generally speaking, you must try to ensure that your stay in the Federal Republic is on a financially secure footing before you start your studies.

Do not assume that you will be able to finance your studies by being able to work in Germany, because you do not have an automatic right to work for more than three months a year (120 days full time or 240 days part time) and you may not be able to find or keep a job.

THE ACADEMIC YEAR

Study periods
The academic year is divided into two semesters at the Hochschule Mainz, University of Applied Sciences:

Semester 1 - WINTER SEMESTER 2026/27
Start of semester: 1st of September 2026
End of semester: 28th of February 2027

Semester 2 - SUMMER SEMESTER 2027
Start of semester: 1st of March 2027
End of semester: 31st of August 2027

Study periods: Study periods are different from semester dates:

Semester 1 - WINTER SEMESTER 2026/27*
Classes begin 5th of October 2026
Classes end: 30th of January 2027 (in the Schools of Business and Design including examination period, in the School of Engineering exams will take place until 27th of February
Orientation: starts 24th of September 2027
Christmas Break: 24th of December 2026 to 3rd of January 2027

Semester 2 - SUMMER SEMESTER 2027*
Classes begin: 30th of March 2027
Classes end: 10th of July 2027 (in the Schools of Business and Design including examination period, in the School of Engineering exams will take place until 7th of August)
Orientation: starts 18th of March 2027

**subject to alterations*

Semester break
Students studying the whole academic year from October to July will normally have 6 weeks break between beginning of February and middle of March (not yet fixed). Students studying the whole academic year from March to January will have 10 weeks break between middle of July and end of September.

Public holidays in Germany

	2026/2027
Day of German Unity	03rd of October 2026
All Saint's Day	01st of November 2026
Christmas	24./25./26th of December 2026
New Year's Day	01st of January 2027
Easter	26th to 29th of March 2027
Labour Day	1st of May 2027
Ascension	06th of May 2027
Whitsun	16th and 17th of May 2027
Corpus Christi	27th of May 2027

BEFORE COMING TO MAINZ

If you are planning to come and study in Germany, you should start your preparations at least one year in advance, because a successful stay is often only possible if it has been properly planned. You will need to use your own initiative and be persistent. Apply in good time to the contact addresses and persons to ensure you fulfil all admission requirements to be able to study at the Hochschule Mainz, University of Applied Sciences.

Insurance-Electronic Notification M10

In order to be able to study in Germany, you **must have** health insurance.
This health insurance must

- be **valid for the entire duration** of the study period at Mainz University of Applied Sciences and
- have **unlimited coverage**.

It is necessary that a statutory insurance company (e.g. TK*) checks your insurance and sends an electronic notification (M10) to Mainz University of Applied Sciences. You will need to submit certain documents, which vary depending on your country of origin or type of insurance:

EU, UK, TR:

- Scan of your EHIC (European Health Insurance Card, **both sides!**) GHIC (UK), AT11 (TR)
- Scan of your passport (photo page and details)
- Address details (home or university address)

Non-EU:

- Take out student health insurance in Germany (approx. € 120/month)
- Contact a health insurance company of your choice, e.g. TK* and you will be guided through the process.

or

- Copy of private insurance for study from home country, German or English (**all pages!)**
  (travel insurance will not be accepted!)
- Scan of your passport (photo page and details)
- Address Details (home or study address)

You are older than 30:

- You have to take out an insurance policy on your own that covers all the necessary benefits. This can be done in Germany or abroad.
- Copy of the insurance policy in German or English.
- Scan of your passport (photo page and details)
- Address details (home or university address)

Note: If you take up employment during your studies at Mainz University of Applied Sciences, you may be required to take out insurance under certain circumstances. In this case, please contact a statutory health insurance company*.
Please download the pdf-form here, fill it out, attach the enclosures according to your insurance (as listed above) and forward it to a statutory health insurance of your choice – see below. Please do so – asap!

*jenny.hesper@tk.de or e.g. service@rps.aok.de
*or another statutory health insurance company on this list:
https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/
Please prepare your documents, details regarding the notification process will follow by email a few weeks before the semester starts.

Other insurances

Accident insurance
All registered students at the Hochschule Mainz are covered by **compulsory accident insurance** for any accidents which may occur at the university or on their way to or from it.

Liability insurance
You are not covered in the event of being personally responsible for accidents or damage caused. As the responsible party you are then personally liable. To cover such cases it is recommended that you take out a **third-party accident and liability insurance.**

Immigration regulations/ registration
Foreign Students from EU countries
Students from EU countries are allowed to **enter** the Federal Republic of Germany without any particular formalities. However, EU citizens as well as citizens of Iceland, Liechtenstein, Norway and Switzerland citizens have the right to live, study and work in Germany. After arrival, they just need to register with the appropriate office of the town hall (mostly called "Einwohnermeldeamt" or "Bürgeramt"). All students living in Mainz please register at the Bürgeramt Mainz to receive a “Anmeldebescheinigung”. The following items are required:

- a passport or an identity card valid
- confirmation of your landlord (Wohnungsgeberbescheinigung)

You need this registration certificate (Anmeldebescheinigung) for opening a bank account in Germany or for the German tax number (Steuer ID) , which is also necessary to open a bank account or in case you try to find a job. In addition to their studies, EU students are allowed to work for up to 20 hours per week.

Foreign students from Non-EU countries
Regulations for foreign students studying in the Federal Republic of Germany are subject to the laws for foreigners. Please inform yourself and apply to the German Embassy in your home country about current regulations concerning **entry** and **residence** for the Federal Republic of Germany. To enter the country you will certainly require a valid passport with visa or a residence permit for students. To apply for this we will send you an invitation letter from our university. A tourist or visitors visa is not sufficient, neither a residence permit for another EU country. www.auswaertiges-Amt.de/en/einreiseundaufenthalt/-/229964

NON-EU students also must show that their income is secured. A financial statement could be:

- Scholarship (Erasmus or other)
- Blocked bank account (e.g. Sparkasse / at the moment 992€ per month must be blocked)
  www.deutsche-bank.de/pfb/content/privatkunden/konto_international-students-en.html
  www.sparkasse.de/themen/studium/blocked-account.html www.studying-in-germany.org/germany-blocked-account-foreign-students/?_ga=2.112804932.1789937726.1608724704-1739483365.1553691959
- Declaration of commitment (Verpflichtungserklärung)

In any case, please contact the German Embassy or consulate in your home country (at an early stage) and ask for the current requirements!!!

It is strongly recommended to enter Germany with a valid visa for the **entire duration of**

stay. At the moment for the prolongation of a visa, we do need to arrange an appointment with the foreign office in Mainz, and it takes up to 8 months!! to get this appointment. This means, you cannot leave the country for a weekend trip (e.g to Paris, Rome…) and in case you stay in Mainz for only one semester, the prolongation appointment may be after your envisaged departure and you would need a permit to leave the country! **To make the most of your stay, apply for a student visa in your home country!**

Further information:
https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt
or
https://www.internationale-studierende.de/fragen-zur-vorbereitung/studieren-in-deutschland.html

After your arrival you first have to register at the "Bürgeramt der Stadt Mainz" (foreign office/ city hall). The registration certificate is required to apply for a residents permit or for extending your visa and opening a bank account. In addition to their studies NON-EU students are allowed to work for up to 120 days (full time) or 240 days (part time) a year with the student visa. Registrations will be carried out in the introductory week.

Studying throughout Europe (Non-EU Students)
If you already hold a residence title issued by another Member State for study purposes, you do not require a German residence title. ***Your residence title must be valid for the entire duration of your stay in Germany***.

The German higher education institution (in your case Hochschule Mainz) must submit prior notification of your intended stay to the Federal Office for Migration and Refugees. This notification should be provided as soon as it becomes known that you intend to study in Germany. Full notification absolutely must be received no later than 30 days prior to your entering Germany. Further information under:
www.bamf.de/EN/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/MobilitaetEU/MobilitaetStudent/mobilitaet-student-node.html

Re-registration/ deregistration
This applies to all international exchange students: If you move house during your stay, you are required to re-register your new home at the local registration office, i.e. you must register your new address. On leaving Germany when you have finished your studies you must deregister yourself at the city hall.

Cost of living
Cost of living depends on your personal expenses. The minimum budget for living and studying in Mainz is about 950€ per month. The following expenses have to be taken into account:

Rent	400 to 550 € per month
GEZ - Broadcast fees (compulsory)	18,36€ per month (Broadcasting Contribution Fee is to be paid three months at a time)
Food	lunch at the student restaurant costs between 4 and 7 €
Copies	40€ per semester
Books	depending on the courses (100 to 200€ per semester)
Social semester fee	about 350 € (includes the public transport in Germany for the whole semester and other student benefits)
Excursions and events	about 60€ per semester



Visit of MEWA (former Coface)
Arena (soccer stadium of Mainz 05)



Guided Tour Opel - Rüsselsheim

ACCOMMODATION IN MAINZ

Responsible for accommodation is the Student Services (Studierendenwerk Mainz) . All information concerning housing will be available from the Student Services:
Studierendenwerk Mainz: Housing

Studierendenwerk Mainz
Wohnraumverwaltung
Staudinger Weg 21
55128 Mainz - Germany
T 0049 6131 392 4982
international@studierendenwerk-mainz.de

Basically, you may apply to stay at any of the residential accommodation units. Please find below a map showing where the different residences are situated. However, as there are not always enough rooms available, we advise you to prioritise your requests (e.g. Inter II 1, K3 2, Wallstrasse 3, etc.) The Student Services will do its best to meet your requirements, but we hope you realise that it is not always possible for everyone to be allocated at their first choice.

Application procedure
If you would like to apply for accommodation in a student residence, you have to apply pro-actively and **directly** to the Student Services ('*Studierendenwerk*') in Mainz. Application can only be done online under www.studierendenwerk-mainz.de/en/wohnen/apply

Application deadline
Please fill in the online application form **by 15th of June at the latest (for the winter semester/ semester 1)** or **15th of December (for the summer semester/ semester 2).** Applications will be dealt with as they arrive, so the earlier you send in your application form, the more chance you have of getting the room you want. Make sure that you regularly activate the link that will be sent to you via email. Only after activation of this link, your application will be acknowledged.

Rental agreement
You will receive a rental agreement from the Studierendenwerk (Student Services), as a rule per email at the end of July/January. The agreements are concluded for a full semester (6 months). In the winter semester the rental agreements cover a period from September (October) to February (March) and in the summer semester from March to August. A so-called holiday rental in February or August is possible; details on this can be obtained from the Student Services.

The rental agreement must be signed and returned to the Student Services within the period stated! This is important, otherwise the rental agreement will not come into effect, and the room will be rented to someone else.

Once you have signed your rental agreement, it is binding – no matter if you live in the room of not!

BASIC Pack
There are no bed clothes, pillows or kitchenware in the rooms of the residential accommodation. You can either bring these things with you or buy a "BASIC-Pack" provided by the Student Services. You will get more information via email from the Student Services once your accommodation is booked.

YOUR ARRIVAL

Travel Information - How to come to Mainz

From Frankfurt international airport

You arrive at Frankfurt (international) Airport. The airport has 2 Terminals. The regional trains (to Mainz) depart from the local railway station (*Regionalbahnhof)* which is situated under Terminal 1.
Therefore, if you arrive at Terminal 2, you will need to take the Sky Train shuttle service to Terminal 1, and then follow the signs for the *Regionalbahnhof (**not Fernbahnhof**)*

At the local railway station, follow the signs for S-Bahn. You can take either regional trains to Mainz, or the S8 trains (direction Mainz/Wiesbaden). Do not forget to buy a ticket at the RMV ticket machines beforehand! Tickets cost approx. €9.00 so please have some cash, or €5 or €10 notes ready. The trip takes between 20 to 25 minutes.
After you cross the river Rhine, the first station will be Mainz-Römisches Theater but please consider leaving the train at **Mainz Hauptbahnhof (main station)** (second station after the river Rhine).

From Hahn airport (Frankfurt Hahn)

A shuttle service forms the airport to Mainz station is available. The transfer takes about 90 minutes. Further information under: www.busliniensuche.de/busverbindungen/frankfurt-hahn-flughafen-hhn/mainz/

How to come from Mainz main station to the Hochschule Mainz?

At the central station take the **tram 51** (direction Marienborn) or **53** (direction ***Lerchenberg)*** or the **bus 75** direction ***Ingelheim Bahnhof*** and get out at the stop **Bretzenheim/Hochschule Mainz**

The Hochschule Mainz (grey building) is next to the building with colorful window shutters (K3-our residence halls), it is important that you go to the right side of the street, because opposite of us, on the other side of the street there is Johannes Gutenberg University – a really big Campus.

(To be sure to not get lost please download the application:"DB Navigator or Mainz Mobiliät" on your mobile for a best orientation)

Introduction week

On Thursday, 18th of March we will start with the Introduction days for all international exchange students. During this week/ these days you will get information concerning

- your individual study programme
- the learning platform "OLAT"
- Introduction to our platforms and systems
- semester ticket and student confirmation
- excursions and events
- registration in Mainz
- opening of a bank account
- introduction to library (research opportunities)

You will receive an email with a detailed timetable of the introduction week approx. 3 weeks before your arrival in Germany.

Tutor service
During the introduction week and during the semester several tutors will support you. These will be Mainz students who will accompany you during the excursions and events and who will help you also with the bureaucratic issues.

Enrolment
Only after you have been officially enrolled as a student you will have the legal status of a student of the Hochschule Mainz. In order to make your start as smooth as possible, there will be a few things that have to be prepared from abroad. You will need a student ID and number to get full access to the IT services of Hochschule Mainz or your student dormitory. This ID is also necessary to open a bank account and for several other things and at the same time will be your semester ticket!
To provide your student ID before your arrival at Mainz, we need your cooperation! You will have to

- pay the semester social fee (using the „our"-bank transfer instructions) and upload the payment receipt
- contact a German health insurance company to get the M10 notification
- fill-in the enrolment application

Details will follow by email a few weeks before the semester starts. Please transfer the fee, upload the documents and contact the health insurance company only after you received this email.
Please be assured, that if anything goes wrong with your enrolment, we will be able to fix this after your arrival and e.g. provide a temporary ticket.



Semester Social Fee
In order to register, there is a social services charge made of approx. 350,-€ which covers the costs of social welfare services. The social fee is not a tuition fee. However, you cannot enrol at the University of Applied Sciences Mainz without having paid this social fee. The fee allows the students to use the dining halls and the student service facilities and includes the student travel ticket, which permits you to use public transportation in German without further costs. All students (German and international) have to pay that fee.

The semester social fee has to be transferred from abroad. You will receive specific information via email before the semester will start.

Grading scale*

German marks Deutsche Noten	Beschreibung/ Description	
1,0 1,3	Sehr Gut/Very good	Beste Note/Best Mark
1,7 2,0 2,3	Gut/Good	
2,7 3,0 3,3	Befriedigend/Satisfactory	
3,7	Ausreichend/Sufficient	
4,0		Unterste Bestehensnote/Pass Mark
5,0	Mangelhaft/Fail	Nicht Bestanden/Fail

subject to alterations

Transcript of Records
The original transcript will be sent to your home university
6 to 8 weeks after the end of the semester. You will get a copy of the transcript.

OTHER INFORMATION

Leisure and Sports Facilities
All students at the Hochschule Mainz are also allowed to use the *Leisure and Sports Facilities* of the Johannes-Gutenberg-University in Mainz. Their activities cover everything from A for Aikido to Y for Yoga, from general keep fit to competitive sporting activities:
https://www.ahs.uni-mainz.de/sportprogramm/
The sports activities will start in the middle of October.
In addition to that there are many sports and leisure clubs in Mainz which anyone can join. Somewhere there is a club for you! It should not be too difficult to find a suitable place to spend your free time with like-minded friends, unless you find it too difficult to decide amongst all the choices!

Psychological counselling
Psychological counselling covers the following areas: individual counselling sessions, 'learning to study' groups, self-awareness groups and relaxation therapy. The therapeutic conception consists of various elements such as bodypsychotherapy, elements of family therapy and transaction analysis, relaxation and mental training techniques. Contact persons are:

School of Business: Katharina Ding and Benjamin Kappers:
psychologischeberatung.wirtschaft@hs-mainz.de

School of Engineering & School of Design: Ms. Nathalie TCHOUANGDONG:
Nathalie.tchouandong@hs-mainz.de

Career Center
The Career Center is a cross-faculty institution which is on the one hand the central interface of the University of Applied Sciences Mainz between companies and students and on the other hand a fundamental element of the course-related offers at the University of Applied Sciences Mainz which plays the role of a support partner for students with regard to their professional orientation and career entry.

We offer our students comprehensive consultation and information about the topics internship, finding a job, professional application and career planning. Further information: www.hs-mainz.de/en/academics/services/interdisciplinary/career-center/overview/

Student union organisations
The student union organisations consist of three organs: the General Meetings, the student parliament (STUPA) and the General Student Council (AStA) . Whilst it is the student parliament and the General Meetings which control the AStA's work and decide about changes to student contributions, the main daily business is done by the Student Council (AStA) . For example, it offers students advice and support in social and economic matters. Furthermore, the AStA organises tutorials as well as the 'legendary' events for first semester students and last but definitely not least organises the university-parties! Information, dates of important events etc. are on the AStA's home page under: https://www.hs-mainz.de/studium/im-studium/studierendenvertretung/

Student card / Paymant App / student restaurant
In the student restaurants you can pay without cash using a payment app. You can find more information here: Studierendenwerk Mainz: Payment App - StudiwerkMainz

At the cafeteria Campus you can buy drinks and sandwiches. The cafeteria is open during lectures from 8.00 am to 4.00 pm, Fridays from 8.00 am to 3.00 pm. There is a student restaurant in building K3 of the halls of residence which is about 1 minutes' walk away from the university where a menu costs between €4 and €7.

Internet access
At student halls
Generally, you will have access to the internet in all student halls. Please apply for the access after your arrival. Information and application forms are available from the Student Services.
At University
After enrolment you will have access to the different computer rooms at our Campus from 7.30 am to 8.00 pm. Further information will be given during the introduction week.

Internet access via EDUROAM:
Before coming to Mainz please ask in your home universities' IT department if your home university participates in "eduroam". If they do, please register as soon as possible in your home country, this will facilitate your internet access here in Mainz with your own laptop, etc.

Eduroam (education roaming) allows users (researchers, teachers, students, staff) from participating institutions to securely access the Internet from any eduroam-enabled institution. The eduroam principle is based on the fact that the user's authentication is done by the user's home institution, whereas the authorisation decision allowing access to the network resources is done by the visited network.
http://www.eduroam.org/index.php?p=faq

CIM and OLAT
CIM is the information portal of our university. Our students need CIM to get an overview of all achievements, to get information concerning timetables and exam dates, to know about room occupations as well as information about lectures, etc. Further information and login will be given during the introduction week.

OLAT is a Learning Management System provided by the Virtual Campus Rheinland-Pfalz. Lecturers use OLAT to communicate with the students. The main issue of OLAT is the provision of information (*foils, slides*, *Weblinks, Literature…)*. The International Office also communicates with the exchange students via OLAT during their stay in Mainz. All exchange students will get an introduction to OLAT during the introduction week.

Important dates during the semesters
International Office and Incoming students will meet once a month. Students will get information concerning examination regulations, Research Methods and excursions. Furthermore, once a year (normally in the winter semester) the International Office arranges an international student fair “Studying Abroad” for prospective outgoing students of our university. We kindly ask you to represent your university and answer questions concerning living and studying at your home university. The fair will be held in November.


Study abroad fair



Safe University
Mainz University of Applied Sciences wants everyone at the university to feel safe and to be able to work and learn together in an appreciative and respectful environment. For this reason, an internal preventative threat management system has been set up to assess potentially threatening situations at an early stage and avoid danger.

This initiative gave rise to the "Safe University" working group, which provides advice and support to all members of Mainz University of Applied Sciences as contact persons for all situations in which they perceive conflicts or threats.

The "Safe University" working group is made up of colleagues from the Psychological Student Counseling Service, the Staff Council and the Human Resources & Legal Department:

In all situations in which you do not feel safe, make critical observations or perceive threats, you can contact the working group sichere-hochschule@hs-mainz.de. This could be, for example, experiences with stalking, bullying, bossing or the use of physical violence, but also all situations in connection with threats of violence, cross-border behavior or the observation of conspicuous persons.

In the case of acute threats, please always contact the police directly (110).
Further information please find under: www.hs-mainz.de/hochschule/organisation/sichere-hochschule/

Counceling for students with disabilities
You have a physical or mental disability and would like to get information? Do you have a partial performance deficiency, dyslexia or are you chronical ill and meet obstacles in your studies as a result?
Please contact the representatives for disability issues:

- School of Business: Christian Schäfer christian.schaefer@hs-mainz.de
- School of Engineering: Heiko Merle heiko.merle@hs-mainz.de
- School of Design: Lutz Büsing lutz.buesing@hs-mainz.de

All exchange is treated in confidence.
More information: www.hs-mainz.de/en/academics/services/interdisciplinary/disability-representative/

In case of illness
Students in Mainz can contact the general medical university ambulance service: www.unimedizin-mainz.de/allgemeinmedizin/hochschulambulanz/allgemeinmedizinische-hausaerztliche-hochschulambulanz-aha.html

Patients with classic general medical symptoms and complaints that are not classified as acute emergencies come to the general medical university ambulance service. They are located in the central emergency room (ZNA) in building 505.

Langenbeckstrasse 1
55131 Mainz
Gebäude (building) 505, Raum (room) E.542 (Anmeldung – registration)

If you have an infection or gastrointestinal complaints, please wear an FFP2 mask.

SPECIFIC INFORMATION FOR BUSINESS STUDENTS

Introduction to the School
There are currently about 3100 students studying at the School of Business and more than 70 professors and about 130 assistant lecturers from companies who ensure a balanced relationship between theoretical foundation and practical application. The University offers studies in small groups, a direct connection to practical application in leading companies of the Rhine Main economic area as well as a high degree of internationality.

Our offer comprises attractive and versatile study programmes in the areas of business administration, business law and business informatics as full-time studies or part-time as the first course of studies and as further studies. The School of Business cooperates with about 450 companies by means of work-study programmes. Furthermore, it offers a test centre for language tests.

The School of Business has an extremely international character due to the large number of exchange programmes in Europe, Africa, Asia, Australia and America. We offer our **outgoing students** an integrated exchange programme in the 5th semester of their Bachelor and in the third semester of their Master studies. About 100 **incoming students** spend one or two semesters every year with us. They can put together their study programme from the entire offer of studies. By offering a comprehensive range of courses in English we ensure that students who do not speak German can take up interesting studies on a Bachelor or Master level at our School.

Study and Research Methods
Studying in small groups enables you to have close contact with the tutors. The “lectures” are designed to allow questions to be asked and in seminars and project groups with 15 to 40 participants the dialogue between students and tutors is given high priority. Teamwork is equally important as in learning together, working on tasks and case studies, solving problems instead of tutor-oriented lectures. You will receive an introduction to scientific work during the introduction week. Information on this can be obtained in OLAT.

Lecture times
Lecture times are usually from Monday to Friday from 8.15 am to 8.15 pm. Sometimes students have classes on Saturday.
As a rule, lectures are held for one semester and take place once or twice a week. A module (course) offered over a period of 4 weekly hours per semester comprises two 90-minute sessions with a break of 15 minutes, i.e. from 8.15 am to 11.30am (with a break between 9.45 am and 10 am).

Lecture attendance
In principle, there is no obligation to attend lectures at the University of Applied Sciences Mainz. You should, however, keep in mind that the professors welcome you to take part in their courses together with the other students in Mainz. The group size is between 15 to 40 persons and students often actively participate in the lectures. In case of group work the allocation into groups is carried out already during the first lecture. We would therefore ask you to regularly and punctually attend and take part in the lectures. Should you be ill or not be able to attend a lecture, we request you to personally ask the professor to be excused either beforehand or afterwards.

Examination - Resit
Examination period (last two weeks) is normally at the end of the semester. Most of the

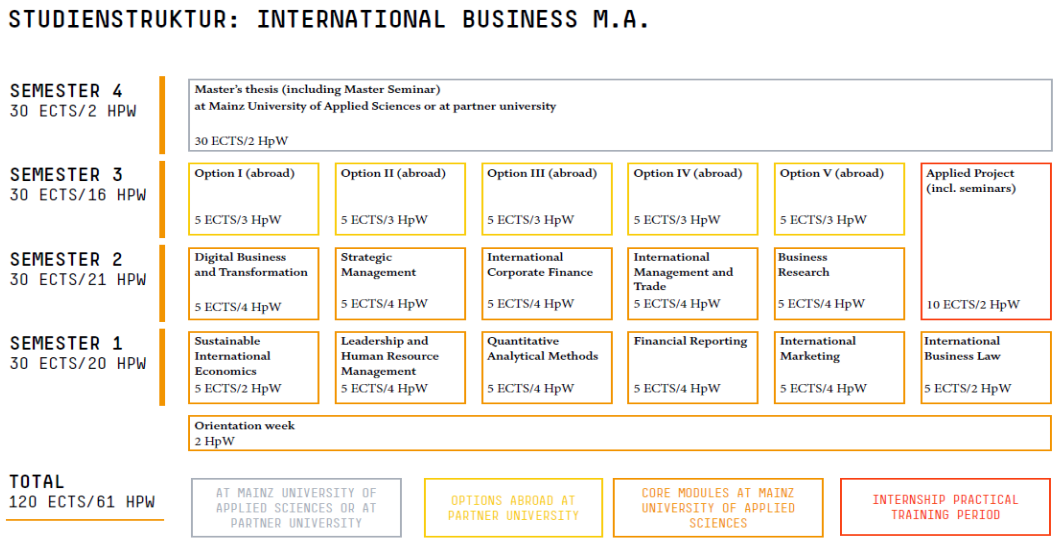
modules comprise one written examination at the end of the semester.
A resit is only possible at the end of the following semester. The students therefore should be re-enrolled at our university by paying the semester contribution of the respective semester. The International Study Management will support you in this issue.

Double Degree Program Master of Arts International Business (MA.IB) / Start in the winter semester recommended
Master students from our partner universities will have the possibility in not only earning their own master's degree, but also to be awarded the degree Master of Arts International Business, with the Double Degree program MA.IB. The regular length of the MA.IB program takes 4 semesters (two years). Double Degree students generally manage accomplishing the program in a shorter time while transferring modules from their home university.

Check with your home university whether there is a double degree contract with our Department School of Business – MA.IB. In case there is a contract, you will find all detailed information on credit transfer, mandatory modules, etc. in this document. If there is no double degree contract it might still be possible for exchange Master students to earn our degree. In case of doubt, please do not hesitate to contact the MA.IB ma.ib@hs-mainz.de program management directly.

Who is eligible?
For **all students from our partner universities** following requirements are valid. Students must:
- be enrolled in a Master program of their home university
- have a finished bachelor's degree in business (Administration), with at least 180 ECTS credits or 3 years fulltime.
- possess excellent English skills (proven with IELTS 6,5 or TOEFL ibt 92, or TOEIC 800 and
- possess B1 level of another language (in most cases this is the native language e.g. Italian, Thai, Amharic, Czech, Russian, etc.)
- possess German skills on A2 level minimally
  (Double degree students may prove the level A2 until the end of the study period. However, as it is difficult to reach level A2 for true beginners, we strongly recommend taking German classes up to level A1.1 minimally before the start of our program).

How does it work?
(Exchange) Double Degree students spend a complete academic year at our university and usually start the program in winter term together with approx. 30 direct students of the MA.IB program. During winter term, all 6 modules from Semester 1 (see Study Structure) will be mandatory. If the student has already passed one/some of the courses at the home university, the credits will be transferred to us. For students without proof of A2 level in German a German course (A1.2) will be mandatory too.
During summer term, the five modules from semester 2 of the attached Study Structure will be mandatory, unless the student has already taken one/some of the courses: these will also be transferred to us. In order to fulfil the five options of our 3rd semester (see Study Structure) options of the home Master program will be transferred.



Applied Project

Within the MA.IB program, it is also mandatory to accomplish an "applied project" which generally is an internship at an international company of at least 8 weeks. After accomplishment of this internship, a report must be written, and the project must be presented in front of a group of MA.IB students. Master students who have already successfully completed an internship within their Master program may transfer the credits. Working experience can also be acknowledged for the applied project, but only time slots in which the student was already enrolled as a Master student (not experience earned during/ after the bachelor program). This module is a "Student Achievement" module only, which will not be graded (pass or failure only).

Master Thesis

Regular MA.IB students generally write their Master Thesis during their 4th semester (see Study Structure). Double Degree students normally write their Master Thesis during their academic year in Mainz. Depending on the current double degree contract with the partner university, the Master Thesis can be supervised either by HS Mainz professors only, by professors of the partner university only or by both universities. The MA.IB program does not require a "defence" of the Master Thesis. For students from partner universities without a double degree contract with the MA.IB program it might be necessary to write two different Master Theses (one at both universities).

Benefits

Students enrolled in the MA.IB (Double Degree) program of course benefit from the opportunity in gaining a German master's degree on top of their own degree. During their stay at the University of Applied Sciences Mainz, double degree and direct MA.IB students will be mixed together with students from the German-Latin America Master program (IMLA) in order to create a real international learning environment. Students who have successfully accomplished the German master's degree also benefit from the (German) job market opportunities.

Difference between "regular" exchange Master student and "Double Degree" Master student

Students who do not fulfil the above-mentioned requirements (bachelor's in business, etc.) cannot be enrolled in the MA.IB program as a double degree student. However, they are free to select and take any module taught in this program. Students deciding to earn the MA.IB degree must take all courses as mentioned in the Sample Learning Agreement minimally. Some additional options from other master programs at HS Mainz can be taken if the home

university requires this. Regular exchange students will be ex-matriculated automatically after their exchange period in Mainz. Double Degree students MUST stay enrolled, also after their academic year in Mainz, until they have fulfilled all credits of the MA.IB program (credits from semester 1, 2, 3 (the 5 options), applied project and Master Thesis). This means that these students might also have to continue paying the social semester fee (around EUR 350,-/ semester) even without being physically in Mainz until everything is booked in the system.

Learning Agreement

Students, who would like to join University of Applied Sciences Mainz as a double degree student, should include the modules mentioned below in their Learning Agreement (in agreement with the home university). Students should also attach additionally a copy of the bachelor diploma (incl. transcript) and language proofs to their application.
For further information, please do not hesitate to contact the program management MA.IB directly at: ma.ib@hs-mainz.de

Fixed modules to be taken at HS Mainz during winter term (or transferred from home university):

- 964M-101 Sustainable International Economics, 5 ECTS
- 964M-102 Leadership and Human Resource Management, 5 ECTS
- 964M-103 Quantitative Analytical Methods, 5 ECTS
- 964M-104 Financial Reporting, 5 ECTS
- 964M-105 International Marketing, 5 ECTS
- 964M-106 International Business Law, 5 ECTS
- 001-90xxxx German Language Course, different levels available, 5 ECTS

Fixed modules to be taken at HS Mainz during summer term (or transferred from home university)

- 964M-201 Digital Business and Transformation, 5 ECTS
- 964M-202 Strategic Management, 5 ECTS
- 964M-203 International Corporate Finance, 5 ECTS
- 964M-204 International Management and Trade 5 ECTS
- 964M-205 Business Research, 5 ECTS
- 001-90xxxx German Language Course, different levels available, 5 ECTS
- 964M-206 Applied Project (internship), 10 ECTS
- 964M-401 Master Thesis, 30 ECTS (or transfer from partner university)

Application procedure MA.IB Double Degree program

First of all, your home university has to nominate you as an exchange student to our university. Nominations are made via our Mobility online system. After we have received your nomination, students will receive an e-mail with all the links and information required for the application.

After completing the online form, you will be prompted by email to register with Mobility-Online. After registration, please print your application, have it signed by your exchange coordinator and upload it together with the following documents in mobility online:

- Learning Agreement (signed by your coordinator, see list above)
- Certificate of health insurance (for EU citizen copy of the EHIC: back and forth)
- Certified Copy of your High School Diploma
- Certified Copy of your bachelor's degree (Business), including diploma supplement
- Current Transcript of Records (master program)
- Language Proofs (English, German, 3rd language)

- Copy of your passport or ID card
- CV in English or German Language
- Motivation letter

All students will receive an acceptance letter after application deadline.

Application deadline

15th May for the academic year 2026/27, 15th November for the summer semester 2027.

Overview of the Bachelor modules in German and English Language
The modules offered on Bachelor level in German and English language as well as the module descriptions and table of contents will be sent separately. Course offer of the last year please find under: https://www.hs-mainz.de/en/academics/services/school-of-business/incoming/

Overview of the Master modules in German and English Language
The modules offered on Master level in German and English language as well as the course descriptions and table of contents will be sent separately. Course offer of the last year please find under: https://www.hs-mainz.de/en/academics/services/school-of-business/incoming/

You can choose your individual program out of all listed modules.
Please consider **that Bachelor students select their modules from the Bachelor program and Master students from the Master program.**

Please contact your home university to make sure you comply with any requirements stipulated by them, as to which modules you are allowed to take at the Hochschule Mainz (course contents, course length, study year etc.).

To help you planning your timetable in advance please finish/send your Learning Agreement until 15th of June. The course choice is binding. We will discuss your individual time schedule with you during the introduction week in Mainz.



Looking forward to seeing you in Mainz!

FACT SHEET

Name of University	**Hochschule Mainz /** Mainz University of Applied Sciences
ERASMUS Code	D MAINZ08
Homepage	www.hs-mainz.de
Postal Address	Hochschule Mainz / International Office Lucy-Hillebrand-Straße 2, 55128 Mainz
International Office, Mobility Coordinators **Incoming**	Sabine KLEBIG (School of Business) - sabine.klebig@hs-mainz.de Kathrin KRECHEL (School of Design and School of Engineering) kathrin.krechel@hs-mainz.de Christine SCHREEB - christine.schreeb@hs-mainz.de
International Office, Mobility Coordinators **Outgoing**	Ariane GOEBEL (School of Business) - ariane.goebel@hs-mainz.de Anna PESSARA (School of Design and School of Engineering) anna.pessara@hs-mainz.de
Head of Intern. Office Institutional Coordinator	Gabriel Belinga Belinga - gabriel.belinga@hs-mainz.de
ERASMUS Coordinator	Caroline Sans - caroline.sans@hs-mainz.de
ERASMUS (KA131)	Gabriel Belinga Belinga
ERASMUS (KA171)	Ariane Göbel
EWP	Erich Weiler - erich.weiler@hs-mainz.de
Academic Departments	School of Business School of Design School of Engineering
Academic Calendar	**Study periods:** Study periods are different from semester dates: **Semester 1 - WINTER SEMESTER 2026/27*** Classes begin: 5th of October 2026 Classes end: 31stof January 2027 (including examination period) Orientation: starts 24thof September 2026 Christmas Break: 24thof December 2026 to 3rdof January 2027 **Semester 2 - SPRING SEMESTER 2027*** Classes begin: 31stof March 2027 Classes end: 10thof July 2027 (including examination period) Orientation: starts 18thof March 2027 ***subject to alterations***
Nomination deadlines	1stof May for semester 1 (winter semester) 1stof November for semester 2 (summer semester)
Nomination procedure	Nomination via Mobility online, information will be sent directly to partner institutions.
Application deadline for exchange students	Online Application: Link will be sent after nomination The link will be opened 6 weeks before application deadline
Application procedure	After the nomination by your home university, students will be prompted by E-Mail to register with Mobility-Online. Further instructions will be sent after nomination.
Application deadline	15thof May for semester 1 (winter semester and academic year) 15thof November for semester 2 (summer semester)
Housing	Student Services ('Studierendenwerk') in Mainz Application online under https://www.studierendenwerk-mainz.de/en/wohnen/apply