INTERNATIONAL EXCHANGE STUDENTS 2018/2019

HOCHSCHULE MAINZ
FACHBEREICH WIRTSCHAFT-SCHOOL OF BUSINESS

Summer semester 2019

Oktober 2018
Redaktion:

Hochschule Mainz - University of Applied Sciences Mainz
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The information laid on forth in the handbook is subject to changes.
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Incoming students fall 2015/16

Incoming students summer 2016
Dear student,

A very warm welcome to University of Applied Sciences Mainz! I am very happy that you have decided to study at our School of Business and hope you will have a great time in our city.

You are about to start your studies in a new country and there is no doubt that you will have many questions regarding the organization of your stay. This brochure should help you to find answers to the most important questions. For all remaining questions please do not hesitate to contact us.

We are proud of having you here as our international exchange student. Your participation in the lectures will add to the internationality of our School of Business. We are deeply convinced that all members of our University of Applied Sciences, including students, lecturers and administrative staff, will benefit from your presence. Internationality is an integral part of our strategy and this is why we have agreed on a partnership with your home university. Your presence at our institution will give life to this agreement.

We are confident that you have made a good choice: Mainz University of Applied Sciences stands for the personal support of students. All lectures are delivered in small groups including about 20 to 40 students. This allows us to teach interactively and discuss individual questions. Group work and case studies play an important role in many of our lectures, so that you have the possibility to work closely with our home students. Please take advantage of this opportunity!

In order to be attractive for many students, the School of Business of the Hochschule Mainz increased the number of modules taught in English language. Nearly all recently hired professors have worked abroad. Nevertheless: we are a German University of Applied Sciences and would like you to deepen your knowledge of German and to take also modules which are taught in German.

We know that our German assessment system is unknown to many exchange students. Please, contact your professors at an early stage of the semester and ask them how you as exchange students may prepare examinations. Examinations take place at the end of the semester. So, plan your stay until end of January and/or mid of July, respectively.

I sincerely wish you a fascinating and successful stay and I hope that your time in Mainz will remain a significant and positive experience in your life. Enjoy your time in our region!

Best regards

Markus Hehn

Academic Co-ordinator/ International Relations/ School of Business
1. 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 Master degree programmes MA International Business, MSc International Business Management, Maestria Argentino-Alemana and Master Management Franco-Allemand will be kindly asked to find additional instructions and special application forms under:

MA IB: [https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/international-business-ma/overview/](https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/international-business-ma/overview/)

MSc IBM in cooperation with London South Bank University
[https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/international-business-management-msc/overview/](https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/international-business-management-msc/overview/)

MAAA: [https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/maestria-argentino-alemana-ma/uebersicht/](https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/maestria-argentino-alemana-ma/uebersicht/)

MA MFA: [https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/management-franco-allemand-ma/uebersicht/](https://www.hs-mainz.de/studium/studiengaenge/wirtschaft/management-franco-allemand-ma/uebersicht/)

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 in to our University and the city of Mainz.

We hope that you enjoy your studies at our university!

International Office Team
Hochschule Mainz, School of Business

![Sabine Klebig](image)
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 82,500,000 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 Rheinland-Pfalz (www.rlp.de) with 214,000 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 IBM and the Schott Glass factory) 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) and Louisville (Kentucky, USA).

For further information, please see:  

Old town

Theatre

St. Martins cathedral

ZDF Media centre

Carnival in Mainz
Studying at the Hochschule Mainz, University of Applied Sciences

Welcome to Hochschule 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 about 90 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 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
5,538 students are enrolled in 16 bachelors and 21 masters degree courses at the Mainz University of Applied Sciences. A wide variety of study programmes are offered, divided in the three following faculties:

- **Engineering**
  - Architecture
  - Civil Engineering
  - Geoinformatics & Surveying

- **Design**
  - Communication Design
  - Media Design
  - Interior Architecture

- **Business**
  - Business Administration
  - International Business
  - Business Law
  - Information Systems
### School of Engineering

**Architecture**
- Architecture (B.Eng.)
- Architecture with integrated practical period (B.Eng.)
- Building and Property Management/ Facility Management (B.Eng.)
- Architecture : Integrated Housing Development (M.Sc.)
- Building and Property Management/ Facility Management (M.eng/MSc)

**Civil Engineering**
- Civil Engineering (B.Eng.)
- International Civil Engineering (B.Eng.)
- Civil Engineering-Renovation (M.Eng.)
- Industrial Engineering (Construction) (B.Eng.)
- Digital Methods In The Humanities and Cultural Science (MA)
- Technical Property Management (M.Eng./ MSc)

**Geoinformatics and Surveying**
- Geoinformatics (M.Eng.)
- Geoinformatics and Surveying (B.Sc.)
- Geoinformatics and Surveying (M.Sc.)
- Continuing Education part-time programme in Geoinformatics (M.Eng.)

### School of Design

**Communication Design**
- Communication Design (B.A.)
- “Gutenberg Intermedia” (M.A.)

**Media Design**
- Time Based Media (B.A.)
- Time Based Media (M.A.)

**Interior Architecture**
- Interior Architecture (B.A.)
- Spatial Communication (M.A.)

### School of Business

**Business Administration (B.Sc.)**
- Management (M.Sc.)
- International Business (M.A.)
- International Business Management (MSc IBM in cooperation with London South Bank Univ.)
- Maestría Argentino-Alemana (M.A.)
- Franco–German Management (M.A. and Master Sciences de Gestion)
- Business Law (LL.B.)
- Business Law (LL.M.)
- Business Administration for non-economists (M.Sc.)
- Information Systems (dual degree program) (B.Sc.)
- Media, IT & Management (dual degree program) (B.Sc.)
- Taxation (Master of Taxation)
- Auditing (MSc.)
- IT Management (M.Sc.)

### Interdisciplinary

**Applied Informatics (BSc.)**

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Degree programmes [https://www.hs-mainz.de/en/academics/degree-programs/overview-of-degree-programs/](https://www.hs-mainz.de/en/academics/degree-programs/overview-of-degree-programs/)
Our locations

The University of Applied Sciences Mainz has two main buildings:

Location Campus:
School of Business
Geoinformatics and Surveying
Central Administration
Lucy-Hillebrand-Str. 2
D-55128 Mainz
Tel.: +49 (0)6131 628-0

Location Holzstrasse:
School of Engineering and School of Design
Holzstrasse 36
D-55116 Mainz
Tel.: +49 (0)6131 628-0

International Office

Head of International Office
Ursula Plate
Institutional Coordinator
Lucy-Hillebrand-Str.2
D-55128 Mainz
Tel. +49 (0)6131 628-7360
e-mail: aaa@hs-mainz.de

Team International Office School of Business

Ulla Hück, Sabine Klebig, Ariane Göbel

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Tel. +49 (0)6131 628-7362, 628-7363

Academic Co-ordinator, International Relations, School of Business:
Prof. Dr. Markus Hehn / markus.hehn@hs-mainz.de
Our responsibilities:
The International Office’s 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, study plan, excursions, guided city tour, introduction to OLAT, Intercultural Competence Training, 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 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. Furthermore, they offer a wide range of excursions.

- **Foreigners Become Friends**
  Foreigners Become Friends brings together citizens of Mainz and international students. You can meet not only German students, but also other Germans and share a bit of their everyday life. Students and hosts may share various activities: sightseeing, eat & drink, learn languages, cultural events, sports (https://www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/?L=3 ).

**International Week**
Every two year we organize an International Week. The aim of this week is to improve personal contacts between the teachers, staff and students of our international partners. The next event will take place in April 2020. All international incoming students also were invited to the different activities.

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*Guests of the International Week 2009*  
*Guests of the International Week 2014*
2. ADMISSION

Admission of Exchange students - Online Application

First of all your home university has to nominate you as an exchange student to our university. We confirm the nomination via e-mail and kindly ask the students to do the online application via mobility online:

- Online-application via the following link, which is accessible until November 15th:
  [http://hs-mz.de/onlineexchangeapplication](http://hs-mz.de/onlineexchangeapplication)
  please copy/paste the entire link (both lines)

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:

- Course choice (signed by your coordinator)
- Certificate of health insurance (for EU citizen copy of the EHIC: back and forth)
- Current Transcript of Records
- Copy of your passport or ID card
- CV in English or German Language

Non EU students will get an invitation letter of our School of Business after nomination in order to start the visa process.

All students will get a confirmation after application deadline.

Application deadline

15th of May for winter semester (semester 1)
15th of November for spring semester (semester 2)

Course selection and Course Choice

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.

Exchange students who do not speak German can put together their whole 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 assignments and examinations in English.

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 fill out a Course Choice and upload it in mobility online (by 15th of June). The Choice is binding. Changes of the modules are only possible in case that a module will not be offered or modules will be simultaneously offered. That could happen because you may choose modules from different programs and different study years. For that reason please add two alternative modules on the form course choice. Your individual timetable will be discussed with you after your arrival during the introduction week.

form Course Choice (next page)
**ECTS - EUROPEAN CREDIT TRANSFER SYSTEM**

**Preliminary Course choice – 2018/19**

**Winter semester:** ☐  **Summer semester:** ☐  **Academic Year:** ☐

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### DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD

Hochschule Mainz (D Mainz08), School of Business, Germany  
Bachelor ☐  Master ☐

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<tr>
<th>Course unit code</th>
<th>Course unit title (as indicated in the information package)</th>
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**Alternative Modules:**

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<th>Course unit title (as indicated in the information package)</th>
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If necessary, continue this list on a separate sheet

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**Student’s signature:** ................................................................. **Date:** .................................................................

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**SENDING INSTITUTION**

We confirm that this proposed programme of study / course choice is approved.  
*Date, Departmental Co-ordinator’s signature*

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**RECEIVING INSTITUTION**

We confirm that this proposed programme of study / course choice is approved.  
*Date, Departmental Co-ordinator’s signature*
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.

http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/de

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.

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.
3. THE ACADEMIC YEAR

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

**Semester 1 - WINTER SEMESTER 2018/2019**
Start of semester: 1st of September 2018  
End of semester: 28th of February 2019

**Semester 2 - SPRING SEMESTER 2019**
Start of semester: 1st of March 2019  
End of semester: 31st of August 2019

**Study periods**
Study periods are different from semester dates:

**Semester 1 - WINTER SEMESTER 2018/2019**
*subject to alterations

Classes begin: 1st of October 2018  
Classes end: 2nd of February 2019 (including examination period)  
Orientation: starts 20th of September 2018  
Christmas Break: 24th of December 2018 to 1st of January 2019

**Semester 2 - SPRING SEMESTER 2019**
*subject to alterations

Classes begin: 18th of March 2019  
Classes end: 13th of July 2019 (including examination period)  
Orientation: starts 11th of March 2019  
Easter break: 19th of April to 22nd of April 2019

**Semester break**
Students studying the whole academic year from October to July will have a 6 weeks break between beginning of February and middle of March. Students studying the whole academic year from March to January will have a 10 weeks break between middle of July and end of September.

**Public holidays in Germany:**

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Day of German Unity</td>
<td>03rd of October 2018</td>
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<tr>
<td>All Saint's Day</td>
<td>01st of November 2018</td>
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<tr>
<td>Christmas</td>
<td>25./26th of December 2018</td>
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<tr>
<td>New Year’s Day</td>
<td>01st of January 2019</td>
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<tr>
<td>Easter</td>
<td>19th of April, 21st and 22nd of April 2019</td>
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<tr>
<td>Labour Day</td>
<td>1st of May 2019</td>
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<td>Ascension</td>
<td>30th of May 2019</td>
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<tr>
<td>Whitsun</td>
<td>9th and 10th of June 2019</td>
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<tr>
<td>Corpus Christi</td>
<td>20th of June 2019</td>
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</tbody>
</table>
4. 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

Health insurance
If you wish to study in Germany you need health insurance. **Without proof of health insurance coverage you cannot be enrolled at our university.**

With some countries, such as members of the **European Union** and the European Economic Area, Germany has a social security agreement. As long as you have public health insurance at home you can get this insurance coverage approved by a public health insurance company in Germany. But make sure you clarify at home which documents you will need to take with you! For students this is usually a European health insurance card (has to be issued until the end of your stay in Mainz).

**All other foreign students** also need health insurance. We strongly recommend to take out German health insurance (about 90€ per month).

Basically, up until you are 30 years old or until your 14th term of study you must have compulsory health insurance.

Private health insurance from other countries may also be recognised in Germany. You should clarify the exact details with your insurance. It is possible that your insurance will not cover all cost in Germany. Before you enter the country make sure you know exactly what services you are entitled to in Germany. If your private health insurance is recognised then for the purpose of your enrolment at university you will need confirmation that you are exempt from taking out public health insurance. But be aware that for the duration of your studies you cannot change to public health insurance!

Detailed and further information concerning Health insurance:

http://www.unilife.de/rh/rd/38837.htm
http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/health_insurance
http://www.1a.net/krankenversicherung/international

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 “Bürgersamt”). All students living in Mainz please register at the Bürgeramt Mainz. The following items are required:

- a passport or an identity card valid
- your rental contract
- application form

You need this registration certificate (Anmeldebescheinigung) for opening a bank account in Germany or for the German tax card (Lohnsteuerkarte), a document which is necessary 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.


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

- Scholarship (Erasmus or other)
- Blocked bank account (Deutsche Bank / at the moment 720€ per month must be blocked)
  https://www.deutsche-bank.de/pfb/content/privatkunden/konto_international-students-en.html
  https://www.sparkasse.de/themen/studium/blocked-account.html
- 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 5 month !! 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!

https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node#content_1

Further information:
http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/Visabestimmungen_node.html or
http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/proof_of_financing/ or
http://www.internationale-studierende.de/fragen_zur_vorbereitung/einreise/finanzierungsnachweis/

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.

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.

What is special? GERMAN BRETZEL!!
Cost of living:
Cost of living depends on your personal expenses. The minimum budget for living and studying in Mainz is about 700€ per month. The following expenses have to be taken into account:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>250 to 420 € per month</td>
</tr>
<tr>
<td>Food</td>
<td>lunch at the student restaurant costs between 3 and 5 €</td>
</tr>
<tr>
<td>Copies</td>
<td>40€ per semester</td>
</tr>
<tr>
<td>Books</td>
<td>depending on the courses (100 to 200€ per semester)</td>
</tr>
<tr>
<td>Social semester fee</td>
<td>about 330€</td>
</tr>
<tr>
<td></td>
<td>(includes the public transport for the whole semester and other student benefits)</td>
</tr>
<tr>
<td>Excursions and events</td>
<td>about 60€ per semester</td>
</tr>
<tr>
<td>Organised by the School of Business</td>
<td></td>
</tr>
</tbody>
</table>

Visit of Coface Arena (soccer stadium of Mainz 05)

Guided Tour Opel - Rüsselsheim
5. ACCOMMODATION IN MAINZ

Responsible for accommodation is the Student Services (Studierendenwerk Mainz). All information concerning housing will be available from the Student Services http://www.studierendenwerk-mainz.de/wohnen/apply/?L=3

Studierendenwerk Mainz
Wohnraumverwaltung
Staudinger Weg 21
55128 Mainz - Germany

T 0049 6131 392 4982
E-mail: 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.

Locations of the Student Halls

Names of the Halls of Residence:
Inter II
Münchfeld
Hechtsheim
K3
Wallstrasse
Oberstadt
Weisenau
Binger Schlag
Kisselberg
https://www.google.com/maps/d/viewer?mid=1nOadkCZNGWHT3h4AtMaV4TgoENs&ll=49.98690699404188%2C8.089428649999945&z=11
<table>
<thead>
<tr>
<th>Student house</th>
<th>Year</th>
<th>Location</th>
<th>No. of beds</th>
<th>Size/Price</th>
<th>Facilities</th>
</tr>
</thead>
</table>
| Inter II      | 2012 | Jakob-Welder Weg 36 - 48 55128 Mainz  
On the university campus  
Hochschule Mainz (HS) Campus 10 min walk  
HS Holzstraße: ca. 20 - 25 min | 543 | SR ca. 13 m² € 331,00  
SA ca. 17 m² € 346,00  
DA ca. 30 m² 590,00 - € 692,00  
DAM* ca. 40 m² € 672,00 |  
| Münchfeld     | 2010 | Franz-Werfel Str. 9 55122 Mainz  
Uni Campus ca. 7 min walk  
HS Campus ca. 15 min walk  
HS Holzstraße: ca. 20 - 25 min walk  
- every room with own Bathroom- | 100 | SR ca. 17 m² € 336,00  
SR in 4 shared units ca.12 m² € 366,00 |  
| Hechtsheim    | 1992 | Generaloberst-Beck-Straße 4-14 55129 Mainz  
Close to the University clinical centre  
Uni: Bus & Tram ca. 15 - 20 min  
HS Holzstraße: ca. 10 min  
HS Campus: 30 min by bus | 672 | SR in 2, 3 or 4 shared units ca. 20 m², Room ca. 10m²  
2 units shared € 305,00 - € 335,00  
384 units shared € 297,00 |  
| K3            | 2010 | Lucy-Hillebrand-Str. 4-18 55128 Mainz  
On the HS Mainz Campus  
Uni: bus ca. 5 min, ca. 10 min walk  
HS Holzstraße: ca. 20 min | 513 | SA ca. 27 m² € 392,00 - € 402,00  
SA+balcony ca. 27m² € 412,00  
4-WG ca. 27 m² € 392,00 - € 402,00  
4-WG+Balcony/Maisonetten WG ca. 27 m² € 402,00 |  
| Wallstraße    | 2008 | Wallstraße 90-94 55122 Mainz  
Uni/HS Campus: by bike ca. 6 min; bus ca. 15 min; car 3 min  
HS Holzstraße: ca. 15 min | 437 | SA ca. 20 m² € 348,00  
SA ca. 22m² € 358,00  
SA ca. 25m² € 378,00 |  
| Oberstadt     | 2006 | Am Rodelberg 53-55 55131 Mainz  
Close to the University clinical centre  
Uni/ HS Campus: Bus & Tram ca. 15 - 20 min  
HS Holzstraße: ca. 10 min | 294 | SA ca. 20 m² € 339,00  
SA ca.24m² € 347,00  
SR in 2er WG ca. 14 - 18 m² ca. € 301,00 – € 329,00 |  
| Weisenau      | 1990 | Max-Hufschmidt-Straße 13-17 55130 Mainz  
Uni/ HS Campus: Bus ca. 30 min;  
Car 7 min  
HS Holzstraße: ca. 10 min | 500 | SA ca. 19 m² € 304,00  
DA ca. 34 m² € 542,00 |  

Description of the different student halls

- **Inter II**
  - Year: 2012
  - Location: Jakob-Welder Weg 36 - 48, 55128 Mainz
  - Facilities: SR, DA, DAM*

- **Münchfeld**
  - Year: 2010
  - Location: Franz-Werfel Str. 9, 55122 Mainz
  - Facilities: SR, SA, DR

- **Hechtsheim**
  - Year: 1992
  - Location: Generaloberst-Beck-Straße 4-14, 55129 Mainz
  - Facilities: 2, 3, 4-SU

- **K3**
  - Year: 2010
  - Location: Lucy-Hillebrand-Str. 4-18, 55128 Mainz
  - Facilities: SA, 4-SU

- **Wallstraße**
  - Year: 2008
  - Location: Wallstraße 90-94, 55122 Mainz
  - Facilities: SA, SA

- **Oberstadt**
  - Year: 2006
  - Location: Am Rodelberg 53-55, 55131 Mainz
  - Facilities: SA, SA

- **Weisenau**
  - Year: 1990
  - Location: Max-Hufschmidt-Straße 13-17, 55130 Mainz
  - Facilities: SA, DA
<table>
<thead>
<tr>
<th>Location</th>
<th>Year</th>
<th>Address</th>
<th>Distance to University and HS Mainz, Central station and city</th>
<th>Facilities</th>
<th>Price Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goßlerweg 1</strong></td>
<td>2012</td>
<td>55122 Mainz</td>
<td>Close to the University and HS Mainz, Central station and city</td>
<td><strong>SA ca. 17 m²</strong></td>
<td>€ 336,00 – 371,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Uni &amp; HS: Bus ca. 2-5 min</td>
<td><strong>SR in 2er WG ca. 13m²</strong></td>
<td>€ 306,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HS Holzstraße Bus ca. 15 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Isaac-Fulda-Allee 4, 4a, 4b</strong></td>
<td>2013</td>
<td>55131 Mainz</td>
<td>Directly located between University- and HS Mainz campus.</td>
<td><strong>SA ca. 15 m² - 27 15 m²</strong></td>
<td>€ 350,00 - 410,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Uni &amp; HS: ca. 5 min walk</td>
<td><strong>SR in 4er WG ca. 19m²</strong></td>
<td>€ 340,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HS Holzstraße: ca. 20-25 min walk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total beds in all dorms**: 4248

**Legend**
- **SR**: Single room
- **SA**: Single apartment
- **DR**: Double room
- **DA**: Double apartment
- **Shared kitchen**
- **Shared showers**
- **Shared toilets**
- **Bathroom (with shower)**
- **Refrigerator**
- **Kitchenette (with 2 hot plates, 1 refrigerator, cupboards)**
- **Basin with hot and cold water**
- **Telephone connection**
- **Cable TV connection**
- **Internet connection**
- **Parking places (Price)**
- **Washing machines and dryers in the dorm**

**Basic facilities in every room:**
- 1 Wardrobe, 1 Bed, 1 Chair, 1 Table, 1 Office chair

**Please note, those items are not provided:**
- Bed linen (Blanket, Pillow, Bedcovers)
- Towels, Dishes, Cooking pots
Application procedure:

If you would like to apply for accommodation in a student residence, you have to apply directly to the Student Services ("Studierendwerk") in Mainz. Application can only be done online under http://www.studierendenwerk-mainz.de/wohnen/tenant-app/?L=3

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. This Service Pack can be compiled individually from different objects for the kitchen or your room. You will get more information via email from the Student Services once your accommodation is booked.

In every residence there is a TOM Housetutor. He/she is responsible for you in your residence. E.g. if you will arrive outside the office hours of the housekeeper your TOM Housetutor will give you your room keys.

Application deadline
Please fill in the online application form by 15th of December at the latest (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.

Rental agreement
You will receive a rental agreement from the Studierendwerk (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 to February 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.

This rental agreement is binding.
Please inform the Student Services about any changes of your email address.

Christmas Market
6. AFTER 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. €8.00 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 to leave the train at Mainz Hauptbahnhof *(main station)* (second station after the river Rhine).

*From Hahn airport (Frankfurt Hahn)*
A shuttle service from the airport to Mainz station is available. The transfer takes about 90 minutes. Further information under: [http://www.orn-online.de/airportshuttle/busfahrplan_mainz.htm](http://www.orn-online.de/airportshuttle/busfahrplan_mainz.htm)

*How to come from Mainz main station to the Hochschule Mainz?*
At the central station take the tram 59 direction Hochschule Mainz or tram 51 or 53 direction Lerchenberg or the bus 75 direction Kindergarten or 650 direction Sprendlingen Bahnhof; 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 MVG Mainz” on your mobile for a best orientation)
Introduction week
On Monday, 11th of March the International Office starts with the Introduction days for all international exchange students. During this week/ these days you will get information concerning

- your study programme at the Business School
- the learning platform “OLAT”
- enrolment at our university
- excursions and events
- registration in Mainz
- opening of a bank account
- Research Methods
- Intercultural training

You will receive an email with a detailed timetable of the introduction week approx. 6 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 as soon as possible after your arrival at Mainz, we need to start the enrolment process before your arrival, which means – prior to arrival - you will have to

- pay the semester social fee (using the “our” - bank transfer instructions) and upload the payment receipt
- hand in a confirmation of your health insurance (EU-students – a copy of the EHIC, NON-EUstudents – a German Health insurance or a confirmation according to the Schengen-agreement
- fill-in the enrolment application

Details will follow by email a few weeks before the semester starts. Please transfer the fee and upload the documents only after you received this email and 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. 330,-€ 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 ticket, which permits you to use public transportation in Mainz, Wiesbaden, Frankfurt and the Rhine-Main area without further costs. All students (German and international) have to pay that fee.

The semester social fee can be transferred from abroad, or after your arrival in Germany. You will receive specific information via email before the semester will start.

Temporary student ticket
The very first day of the introduction week you will get a temporary travel card (student ticket) that is valid for the transport system in the Rhine-Main Area. It will be valid during the first three weeks in Mainz until you get your final student card/student ticket.
7. 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: [http://www.ahs.uni-mainz.de/infos.html](http://www.ahs.uni-mainz.de/infos.html)
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 body psychotherapy, elements of family therapy and transaction analysis, relaxation and mental training techniques. Contact person is Ms. Claudia Huberti, e-mail: claudia.huberti@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.karriere-campus-mainz.de](http://www.karriere-campus-mainz.de)

Student union organizations

The student union organizations 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 (School of Business) 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: [http://www.asta-hs-mainz.de](http://www.asta-hs-mainz.de)

Student card /student restaurant

In the student restaurants you have to pay without cash by using a student card (Studicard). This card can be purchased for a fee of € 5 in the student restaurant. You will be able to charge it with up to € 200.

In our cafeteria you can buy drinks and sandwiches. The cafeteria is open during lectures from 9.00 am to 4.00 pm. There is a student restaurant in building K3 of the halls of residence which is about 1 minute’s walk away from the university where a menu costs between € 3 and €5.

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.

HIP and OLAT
HIP is the information portal of our university. Our students need HIP 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 und exchange students will meet once a month. Students will get information concerning examination regulations, Research Methods and excursions. Furthermore, once a year (normally in 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.
8. STUDYING AT THE SCHOOL OF BUSINESS

Introduction to the School
There are currently about 3100 students studying at the School of Business and more than 60 professors and about 115 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 and SAP certification.

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. Team work 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 11.30 am (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 Office will support you in this issue.
Grading scale*

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

* 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.

Class room
9. COURSES OFFERED

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.

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.

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.

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 fill in the form course choice (page 14) and send it back to us. The course choice is binding. We will discuss your individual time schedule with you during the introduction week in Mainz.

See you in Mainz!
### Fact Sheet 2018/19

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Hochschule Mainz, University of Applied Sciences, School of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERASMUS Code</td>
<td>D MAINZ 08</td>
</tr>
<tr>
<td>Homepage</td>
<td><a href="http://www.hs-mainz.de">www.hs-mainz.de</a></td>
</tr>
<tr>
<td>Postal Address</td>
<td>Hochschule Mainz International Office, School of Business</td>
</tr>
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<td>Lucy-Hillebrand Straße 2 D-55128 Mainz</td>
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<tr>
<td>Departmental</td>
<td>Sabine KLEBIG (incoming)</td>
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<td>Ariane GOEBEL (outgoing)</td>
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<tr>
<td>Institutional</td>
<td>Ulla Plate</td>
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### Application details for exchange students

#### Deadlines

<table>
<thead>
<tr>
<th>School of Business</th>
<th>15th of May for the winter semester (semester 1)</th>
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<tbody>
<tr>
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<td>15th of November for the summer semester (semester 2)</td>
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</table>

#### Academic Calendar

- **Semester 1 - WINTER SEMESTER 2018/19**
  - Classes begin: 2nd of October 2018
  - Classes end: 2nd of February 2019 (including examination period)
  - Orientation: starts 20th of September 2018
  - German Language Intensive course A1: 5th to 18th of September 2018 (planned)
  - Christmas Break: 24th of December 2018 to 1st of January 2019

- **Semester 2 - SPRING SEMESTER 2019**
  - Classes begin: 18th of March 2019
  - Classes end: 13th of July 2019 (including examination period)
  - Orientation: starts 11th of March 2019
  - Easter break: 19th of April to 22nd of April 2019

#### Application form

Application form Online Application under [http://hs-mz.de/onlineexchangeapplication](http://hs-mz.de/onlineexchangeapplication)

#### Application procedure

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. Further instructions will be sent after nomination

#### Nomination deadlines

1st of May
1st of November

#### Housing

Student Services (‘Studierendenwerk’) in Mainz
Information under [http://www.studierendenwerk-mainz.de/wohnen/apply/?L=3](http://www.studierendenwerk-mainz.de/wohnen/apply/?L=3)

Application online under [http://www.studierendenwerk-mainz.de/wohnen/tenant-app/?L=3](http://www.studierendenwerk-mainz.de/wohnen/tenant-app/?L=3)