



WIRTSCHAFT  
**HOCHSCHULE MAINZ**  
UNIVERSITY OF  
APPLIED SCIENCES

# HANDBOOK

## INTERNATIONAL EXCHANGE STUDENTS 2023/2024

HOCHSCHULE MAINZ  
FACHBEREICH WIRTSCHAFT- SCHOOL OF BUSINESS

Wintersemester 2023/24

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**The 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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*Incoming students fall 2019/20*



*Incoming students summer 2023*

**FOREWORD**

Dear international exchange student,

It is with great pleasure that we welcome you to our university community. We are excited that you are joining us and hope that your time here will be fulfilling, educational, and enjoyable.

As an international coordinator, I know that studying in a new country can be both exciting and challenging. However, we assure you that our university will provide you with the support you need to make a successful transition. Mainz University of Applied Sciences stands for individualized student support. All lectures are held in small groups of about 20 to 40 students. This allows us to teach interactively and address individual questions. Group work and case studies play an important role in many of our lectures, so you will have the opportunity to work closely with our home students. Please take advantage of this opportunity! We have a dedicated team of staff and faculty to assist you with any questions or concerns you may have. For example, the German grading system is unfamiliar to many exchange students. Please contact your professors early in the semester and ask them how you can prepare for exams as an exchange student. By the way: The exams take place at the end of the semester. So plan your stay until the end of January or the middle of July.

Be assured that your presence with us is greatly appreciated by the entire university community as it brings the promise of internationality to life. We strongly believe that all members of our UAS, including students, faculty, and administrators, will benefit from your perspective.

We also encourage you to take advantage of the many opportunities available to you as an exchange student. You can participate in activities organized by the International Office, attend cultural events, and explore the local community. Try to improve your German in the language courses offered by the school or simply take some of the modules that are taught in German.

Surely you will have many uncertainties about the organization of your stay. This brochure should help you to find answers to the most important questions. If you have any further questions, please do not hesitate to contact us. Once again, welcome to our university. I wish you an exciting and successful stay and hope that your time in Mainz will remain an important and positive experience in your life.

Prof. Dr. Daniel Porath

Academic International Coordinator/ 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, Maestría 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/en/academics/degree-programs/business/international-business-ma/overview/>

MAAA: <https://www.hs-mainz.de/en/academics/degree-programs/business/maestria-argentino-alemana-ma/overview/>

MA MFA: <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 and looking forward to seeing you in Mainz!

### International Office Team

Hochschule Mainz, School of Business



Sabine Klebig

### 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 Rheinland-Pfalz ([www.rlp.de](http://www.rlp.de)) with 217,000 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>



Old town



Theatre



St. Martins cathedral



ZDF Media centre



Carnival in Mainz



## Studying at the Hochschule 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 5,700 students are enrolled in 21 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  
Applied Informatics  
Digital Media

**Degree programmes** <https://www.hs-mainz.de/en/academics/degree-programs/overview-of-degree-programs/>

<p><b>School of Engineering</b></p> <p><b>Architecture</b>          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)</p> <p><b>Civil Engineering</b>          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)</p> <p><b>Geoinformatics and Surveying</b>          Geoinformatics (M.Eng.)          Geoinformatics and Surveying (B.Sc.)          Geoinformatics and Surveying (M.Sc.)          Continuing Education part-time programme in Geoinformatics (M.Eng.)</p>
<p><b>School of Design</b></p> <p><b>Communication Design</b>          Communication Design (B.A.)          MA Communication Design</p> <p><b>Media Design</b>          Time Based Media (B.A.)          Time Based Media (M.A.)</p> <p><b>Interior Architecture</b>          Interior Architecture (B.A.)          Spatial Communication (M.A.)</p>
<p><b>School of Business</b></p> <p>Business Administration (B.Sc.)          Management (M.Sc.)          International Business (M.A.)          Maestría Argentino-Alemana (M.A.)          Franco–German Management (M.A. and Master Sciences de Gestion)          Business Law (LL.B.)          Business Law ( LL.M)          Business Law –Labor Law and HR Management (LL.M.)          Business Administration for non-economists (M.Sc.)          Information Systems (dual degree program) (B.Sc.)          Digital Media (B.Sc.)          Taxation (Master of Taxation)          Auditing (MSc.)          IT Management (M.Sc.)</p>
<p><b>Interdisciplinary</b></p> <p>Applied Informatics (BSc.)</p>

## Our locations

The University of Applied Sciences Mainz has two main locations:

### 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

Gabriel Belinga Belinga

Institutional Coordinator

Lucy-Hillebrand-Str.2

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## Team International Office School of Business



Sabine Klebig, Ariane Göbel

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**Sabine Klebig, Dep. Mobility Coordinator, incoming students, [sabine.klebig@hs-mainz.de](mailto:sabine.klebig@hs-mainz.de)**

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Academic International Coordinator, School of Business:

Prof. Dr. Daniel Porath / [Daniel.porath@hs-mainz.de](mailto:Daniel.porath@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, individual study plan, excursions, guided city tour, introduction to our learning systems (Activate your IT Account, OLAT, HIP), 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 Union 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.

**International Week**

Every two years 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 May 2023. All international incoming students also were invited to the different activities.



**Guests of the International Week 2009**



**Guests of the International Week 2018**

## 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 15<sup>th</sup> of May / 15<sup>th</sup> of November:  
<http://hs-mz.de/onlineexchangeapplication>

After completing the online form you will be prompted by email to register with Mobility-Online. After registration please print your application, (clicking on that link in the form, will generate a pdf, no actual print needed), have it signed by your exchange coordinator and upload it together with the following documents in mobility online:

- Course choice (signed by your coordinator/ Page 14 ) for NON EU students
- Learning Agreement (EU-students via OLA or within the system used by the home university)
- 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 after nomination in order to start the visa process. Therefore please send us a copy of your passport.

All students will get a confirmation after application deadline.

### Application deadline

15<sup>th</sup> of May for winter semester 2023 (semester 1)

15<sup>th</sup> of November for spring semester 2024 (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. German language courses are available for all students.

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** or the **Learning Agreement** and upload it in mobility online (by 15<sup>th</sup> 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 – 2023/24**



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Winter semester:  Summer semester

Academic Year:

Name of student: \_\_\_\_\_

Sending institution: \_\_\_\_\_ Country: \_\_\_\_\_

**DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD**

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

Course unit code	Course unit title (as indicated in the information package)	Number of ECTS credits
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
<b>Alternative Modules:</b>		
<b>Course unit Code</b>		
.....	.....	.....
.....	.....	.....

If necessary, continue this list on a separate sheet

Student's signature: .....Date: .....

**SENDING INSTITUTION**

We confirm that this proposed programme of study / course choice is approved. We confirm the required language skills (min, level B2)

*Date, Coordinator's signature*

**RECEIVING INSTITUTION**

We confirm that this proposed programme of study / course choice is approved.

*Date, Mobility Coordinator'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.

<https://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, but would kindly ask the coordinator to confirm the required level.

### 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.

## Double Degree Program Master of Arts International Business (MA.IB)

Master students from our partner universities will have the possibility in not only earning their own Master 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](mailto: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 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 or
- 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.

<b>SEMESTER 4</b> 30ECTS/2HPW	Master Thesis (including Master Seminar) at Hochschule Mainz or at partner university 30 ECTS/2 HpW					
<b>SEMESTER 3</b> 30ECTS/16HPW	Applied Project (incl. seminars) 10 ECTS/2 HpW	Option I (abroad) 5 ECTS/3 HpW	Option II (abroad) 5 ECTS/3 HpW	Option III (abroad) 5 ECTS/3 HpW	Option IV (abroad) 5 ECTS/3 HpW	Option V (abroad) 5 ECTS/3 HpW
<b>SEMESTER 2</b> 30ECTS/17HPW		Strategic Management 5 ECTS/4 HpW	International Corporate Finance 5 ECTS/4 HpW	International Marketing 5 ECTS/4 HpW	International Business Law 5 ECTS/2 HpW	Export Management 5 ECTS/2 HpW
<b>SEMESTER 1</b> 25ECTS/22HPW	Leadership and Human Resource Management 5 ECTS/4 HpW	Quantitative Analytical Methods 5 ECTS/4 HpW	Business Research 5 ECTS/4 HpW	Financial Reporting 5 ECTS/4 HpW	International Business Environment 5 ECTS/2 HpW	Digital Transformation 5 ECTS/4 HpW
	Induction Week 2 HpW					
<b>TOTAL</b> 120ECTS/59HPW	AT HS MAINZ OR AT PARTNER UNIVERSITY		OPTIONS ABROAD AT PARTNER UNIVERSITY		CORE MODULS AT HS MAINZ	INTERNSHIP PRACTICAL TRAINING PERIOD



**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 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-Argentinean Master program (MA.AA) in order to create a real international learning environment. Students who have successfully accomplished the German Master 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 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 340,-/ 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](mailto:ma.ib@hs-mainz.de)

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

- 964-60151 Leadership & Human Resource Management, 5 ECTS
- 964-60152 Quantitative Analytical Methods, 5 ECTS
- 964-60153 Business Research, 5 ECTS
- 964-60154 Financial Reporting, 5 ECTS
- 964-60155 International Business Environment, 5 ECTS
- 964-60156 Digital Transformation, 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):**

- 964-60251 Strategic Management, 5 ECTS
- 964-60252 International Corporate Finance, 5 ECTS
- 964-60253 International Marketing, 5 ECTS
- 964-60254 International Business Law, 5 ECTS
- 964-60255 Export Management, 5 ECTS
- 001-90xxxx German Language Course, different levels available, 5 ECTS
- 964-380 Applied Project (internship), 10 ECTS
- 964-60451 Master Thesis, 30 ECTS (or transfer from partner university)

**Application procedure MA.IB Double Degree program:**

First, your home university has to nominate you as an exchange double degree 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 15<sup>th</sup> of November:  
<http://hs-mz.de/onlineexchangeapplication>

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 Degree (Business), including diploma supplement
- Current Transcript of Records (master program)
- Language Proofs (English, German, 3<sup>rd</sup> 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**

15<sup>th</sup> May for winter semester 23/24 and 15<sup>th</sup> of November for summer semester 2024.

### 3. THE ACADEMIC YEAR

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

#### Semester 1 - WINTER SEMESTER 2023/24

Start of semester: 1<sup>st</sup> of September 2023

End of semester: 29<sup>th</sup> of February 2024

#### Semester 2 - SPRING SEMESTER 2022

Start of semester: 1<sup>st</sup> of March 2024

End of semester: 31<sup>st</sup> of August 2024

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

#### Semester 1 - WINTER SEMESTER 2023/24

**Classes begin:** 2<sup>nd</sup> of October 2023

**Classes end:** 27<sup>th</sup> of January 2024 (including examination period)

**Orientation:** starts 21<sup>st</sup> of September 2023

**Christmas Break:** 23<sup>rd</sup> of December 2023 to 2<sup>nd</sup> of January 2024

#### Semester 2 - SPRING SEMESTER 2024

**Classes begin:** 18<sup>th</sup> of March 2024

**Classes end:** 13<sup>th</sup> of July 2024 (including examination period)

**Orientation:** starts 11<sup>th</sup> of March 2024

**Easter break:** 29<sup>th</sup> of March to 1<sup>st</sup> of April 2024

*\*subject to alterations*

#### Semester break

Students studying the whole academic year from October to July will normally have a 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 a 10 weeks break between middle of July and end of September.

#### Public holidays in Germany:

	2023/2024
Day of German Unity	03 <sup>rd</sup> of October 2023
All Saint's Day	01 <sup>st</sup> of November 2023
Christmas	24./25./26 <sup>th</sup> of December 2023
New Year's Day	01 <sup>st</sup> of January 2024
Easter	29 <sup>th</sup> of March to 1 <sup>st</sup> of April 2024
Labour Day	1 <sup>st</sup> of May 2024
Ascension	9 <sup>th</sup> of May 2024
Whitsun	19 <sup>th</sup> and 20 <sup>th</sup> of May 2024
Corpus Christi	30 <sup>th</sup> of May 2024

#### 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.** Further information please see under:

<https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

###### **EU and EEA students:**

If you hold the European Health Insurance card (EHIC) you do not need to be insured by a German statutory health insurance provider. Your insurance is also valid in Germany.

**All other foreign students** also need health insurance. We strongly recommend to take out German health insurance (about 120€ per month). Basically, up until you are 30 years old or until your 14th term of study you must have compulsory health insurance.

Some private health insurance from other countries may also be recognised in Germany. Such an insurance needs an **unlimited coverage** for medical treatment. Please note, that only English or German contract copies will be accepted. 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.

Detailed and further information concerning Health insurance:

[http://www.internationale-studierende.de/en/prepare\\_your\\_studies/entry\\_into\\_germany/health\\_insurance](http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/health_insurance)

<https://www.krankenkassenzentrale.de/wiki/incoming-en#students>

<https://www.daad.de/en/study-and-research-in-germany/plan-your-studies/health-insurance/>

###### **For enrolment at our university an electronic notification is requested:**

This means: Your 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 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), therefor contact a health insurance company of your choice, e.g. TK, AOK or others ( <https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste> ) 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 of 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)

Please prepare your documents, details regarding the notification process will follow by email a few weeks before the semester starts.

***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. <https://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. Deutsche Bank / at the moment 934€ per month must be blocked)
  - [https://www.deutsche-bank.de/pfb/content/privatkunden/konto\\_international-students-en.html](https://www.deutsche-bank.de/pfb/content/privatkunden/konto_international-students-en.html)
  - <https://www.sparkasse.de/themen/studium/blocked-account.html>
- [https://www.studying-in-germany.org/germany-blocked-account-foreign-students/?\\_ga=2.112804932.1789937726.1608724704-1739483365.1553691959](https://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 **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!**

Further information:

[http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](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/](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/](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.

### **Studying throughout Europe**

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:

<https://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 330 € (includes the public transport for the whole semester and other student benefits)
Excursions and events Organised by the School of Business	about 60€ per semester



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 <https://www.studierendenwerk-mainz.de/en/wohnen>

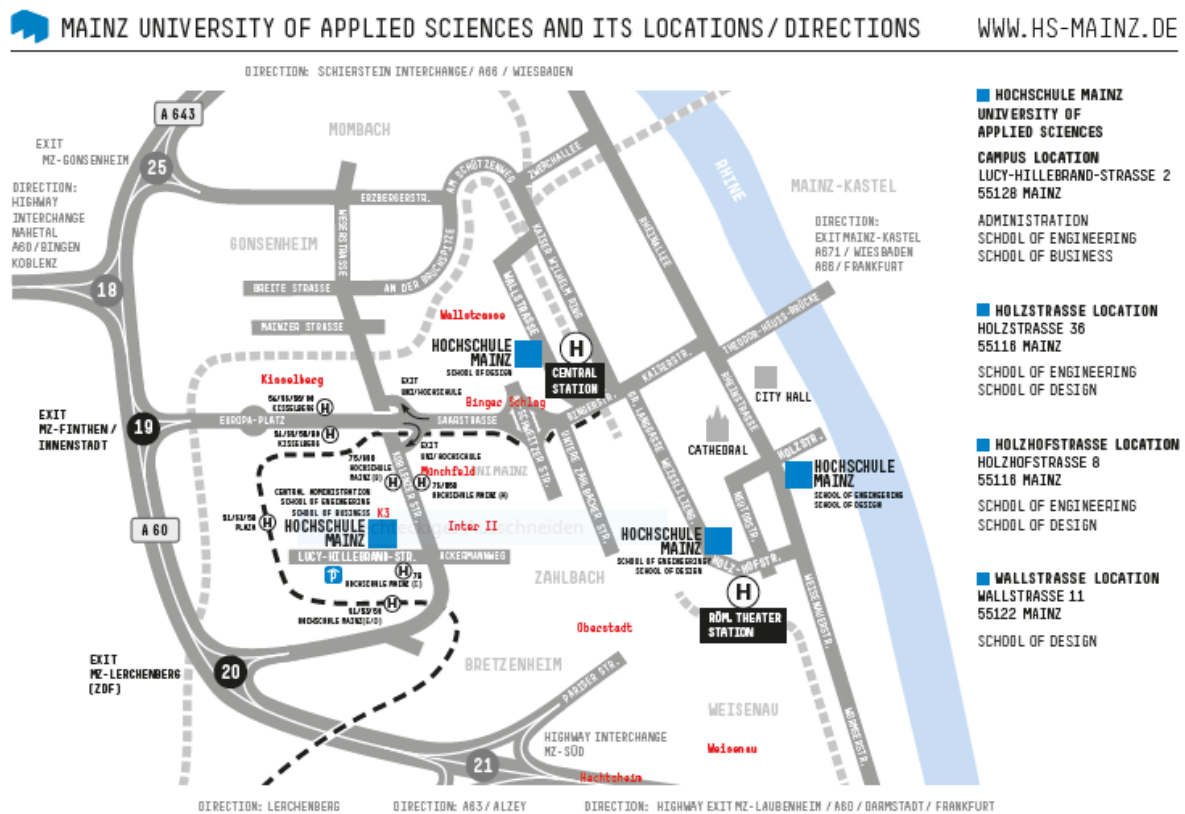
**Studierendenwerk Mainz**  
**Wohnraumverwaltung**  
**Staudinger Weg 21**  
**55128 Mainz - Germany**

T 0049 6131 392 4982

E-mail: [wohnen@studierendenwerk-Mainz.de](mailto:wohnen@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  
 K3  
 Wallstrasse  
 Oberstadt  
 Weisenau  
 Binger Schlag  
 Kisselberg

<https://www.google.com/maps/d/viewer?mid=1nOadkCZNGWHT3h4AtMaV4TgoENs&ll=49.98690699404188%2C8.089428649999945&z=11>



## Description of the different student halls

Student house	Year	Location	No. of beds	Size/ Price	Facilities
 Inter II	2012	<b>Jakob-Welder Weg 36 - 40</b> <b>55128 Mainz</b> On the university campus  Hochschule Mainz (HS) Campus 10 min walk HS Holzstraße: ca. 20 - 25 min	523	<b>SR ca. 13 m<sup>2</sup></b> € 380,00  <b>SA ca. 17 m<sup>2</sup></b> € 395,00  <b>DA ca. 30 m<sup>2</sup></b> 690,00 - € 790,00  <b>DAM* ca. 40 m<sup>2</sup></b> € 770,00	 <b>SR:</b>  <b>SA:</b>  <b>DR:</b> 
 Münchfeld	2010	<b>Franz-Werfel Str. 9</b> <b>55122 Mainz</b> 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	<b>SR ca. 17 m<sup>2</sup></b> € 385,00  <b>SR in 4 shared units</b> <b>ca.12 m<sup>2</sup></b> € 415,00	 <b>SR:</b>  <b>4-SU:</b> 
 K3	2010	<b>Lucy-Hillebrand-Str. 4-18</b> <b>55128 Mainz</b>  On the HS Mainz Campus Uni: bus ca. 5 min, ca. 10 min walk HS Holzstraße: ca. 20 min	481	<b>SA ca. 27 m<sup>2</sup></b> € 441,00 - € 461,00  <b>SA+balcony ca. 27m<sup>2</sup></b> € 451,00  <b>4-WG ca. 27 m<sup>2</sup></b> € 407,00 - € 417,00 <b>SR in 2 shared units</b> € 401,00 -441,00	 <b>SA:</b>  <b>4-SU:</b> 
 Wallstraße	2008	<b>Wallstraße 90-94</b> <b>55122 Mainz</b> Uni/HS Campus: by bike ca. 6 min; bus ca. 15 min; car 3 min HS Holzstraße: ca. 15 min	437	<b>SA ca. 20 m<sup>2</sup></b> € 397,00  <b>SA ca. 22m<sup>2</sup></b> € 407,00  <b>SA ca. 25m<sup>2</sup></b> € 427,00	 <b>SA:</b> 
 Oberstadt	2006	<b>Am Rodelberg 53-55</b> <b>55131 Mainz</b>  Close to the University clinical centre Uni/ HS Campus: Bus & Tram ca. 15 - 20 min HS Holzstraße: ca. 10 min	294	<b>SA ca. 20 m<sup>2</sup></b> € 388,00  <b>SA ca.24m<sup>2</sup></b> € 400,00  <b>SR in 2shared unit</b> <b>ca. 14 - 18 m<sup>2</sup></b> ca. € 350,00 - € 378,00	 <b>SA:</b> 
 Weisenau	1990	<b>Max-Hufschmidt-Straße 13-17</b> <b>55130 Mainz</b> Uni/ HS Campus: Bus ca. 30 min; Car 7 min HS Holzstraße: ca. 10 min	500	<b>SA ca. 19 m<sup>2</sup></b> € 358,00  <b>DA ca. 34 m<sup>2</sup></b> € 650,00	 <b>SA/DA:</b> (8,50 €/5,50€) 
 Binger Schlag	2012	<b>Goßlerweg 1</b> <b>55122 Mainz</b>  Close to the University and HS Mainz, Central station and city  Uni & HS: Bus ca. 2-5 min HS Holzstraße Bus ca. 15 min	395	<b>SA ca.15-27 m<sup>2</sup></b> € 385,00 - 420,00  <b>SR in 2shared unit</b> <b>ca. 13m<sup>2</sup></b> € 355,00	 <b>SA</b>  <b>2er-SU</b> 
 Kisselberg	2013	<b>Isaac-Fulda-Allee 4, 4a, 4b</b> <b>55131 Mainz</b>  Directly located between University- and HS Mainz campus.  Uni & HS: ca. 5 min walk HS Holzstraße: ca. 20-25 min walk	792	<b>SA ca. 15 m<sup>2</sup> - 27 15 m<sup>2</sup></b> € 399,00 - 459,00  <b>SR in 4er WG</b> <b>ca. 19m<sup>2</sup></b> € 389,00	 <b>SA</b>  <b>4er-SU</b> 

**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

Alternatively they do offer you a basic-pack after you signed the contract. More information:

[www.studierendenwerk-mainz.de/internationales/living-international/basic-room-equipment/?L=3](http://www.studierendenwerk-mainz.de/internationales/living-international/basic-room-equipment/?L=3)

### **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 <https://www.studierendenwerk-mainz.de/en/wohnen>

### **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.

### **Application deadline**

Please fill in the online application form **by 15<sup>th</sup> of June at the latest (for the winter semester/ semester 1) or 15<sup>th</sup> 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 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.

### **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. €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 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: <https://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 Mobilität" on your mobile for a best orientation)



Hochschule Mainz, Campus – School of Business

### Introduction week

On Thursday, 21<sup>st</sup> of September the International Office starts with the Introduction days for all international exchange students. During this week/ these days you will get information concerning

- your individual study programme at the Business School
- the learning platform "OLAT"
- Introduction to our platforms and systems
- enrolment at our university /semester ticket
- excursions and events
- registration in Mainz
- opening of a bank account
- introduction to library (research opportunities)
- Intercultural training

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

### ***What is special? GERMAN BRETZEL!!***



### 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
- 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. 340,-€ 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>

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](mailto: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:

<https://www.hs-mainz.de/studium/services/fachbereichsuebergreifend/career-center/uebersicht/>

### 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>

### Student card / Payment App / 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.

Payment via app is also possible, further information under <https://www.studierendenwerk-mainz.de/en/info-point/pay-via-app>

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 €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>

**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 October.



**Study abroad fair**



## 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 5<sup>th</sup> 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 11.30am (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 Office will support you in this issue.

**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		
2,7 3,0 3,3	Gut/Good	
3,7		
4,0	Befriedigend/Satisfactory	
5,0	Ausreichend/Sufficient	
		Unterste Bestehensnote/Pass Mark
	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.



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. Further information <https://www.hs-mainz.de/studium/services/fachbereichsuebergreifend/sprachenzentrum/kursangebot/daf/>

### 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 2023/24

Application details for exchange students (subject to change, if there are changes, we will let you know as soon as we can)

Name of University	Hochschule Mainz, University of Applied Sciences, <b>School of Business</b>
ERASMUS Code	D MAINZ08
Homepage	<a href="http://www.hs-mainz.de">www.hs-mainz.de</a> <a href="https://www.hs-mainz.de/en/academics/services/school-of-business/incoming/">https://www.hs-mainz.de/en/academics/services/school-of-business/incoming/</a>
Postal Address	Hochschule Mainz International Office, School of Business Lucy-Hillebrand Straße 2 D-55128 Mainz
Departmental Coordinators	Sabine KLEBIG (incoming) <a href="mailto:sabine.klebig@hs-mainz.de">sabine.klebig@hs-mainz.de</a> +49.6131 628-7363 Ariane GOEBEL (outgoing) <a href="mailto:Ariane.goebel@hs-mainz.de">Ariane.goebel@hs-mainz.de</a> +49.6131 628-7362
Institutional Coordinator	Gabriel Belinga Belinga <a href="mailto:gabriel.belinga@hs-mainz.de">gabriel.belinga@hs-mainz.de</a> +49.6131 628-7360
ERASMUS ( KA131)	Gabriel Belinga Belinga
ERASMUS (KA171)	Ariane Göbel

### Application details for exchange students

Deadlines School of Business	15th of May for the winter semester (semester 1) 15th of November for the summer semester (semester 2)
Academic Calendar	<p><b>Semester 1 - WINTER SEMESTER 2023/24</b>  <b>Classes begin: 2<sup>nd</sup> of October 2023</b>  <b>Classes end: 27th of January 2024 (including examination period)</b>  <b>Orientation: starts 21<sup>st</sup> of September 2023</b>  <b>Christmas Break: 23rd of December 2023 to 2nd of January 2024</b></p> <p><b>Semester 2 - SPRING SEMESTER 2024</b>  <b>Classes begin: 18th of March 2024</b>  <b>Classes end: 13th of July 2024 (including examination period)</b>  <b>Orientation: starts 11th of March 2024</b>  <b>Easter break: 29<sup>th</sup> of March to 1<sup>st</sup> of April 2024</b></p>
Application form	Online Application under <a href="http://hs-mz.de/onlineexchangeapplication">http://hs-mz.de/onlineexchangeapplication</a> The link will be opened 6 weeks before application deadline
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	1 <sup>st</sup> of May 1 <sup>st</sup> of November
Housing	Student Services ('Studierendenwerk') in Mainz Information under <a href="https://www.studierendenwerk-mainz.de/en/wohnen">https://www.studierendenwerk-mainz.de/en/wohnen</a> Application online under <a href="https://www.studierendenwerk-mainz.de/en/wohnen/apply">https://www.studierendenwerk-mainz.de/en/wohnen/apply</a>