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1. General Overview

1.1 Graduate School of Economic and Social Sciences

The GESS is a central research institution of the University of Mannheim and is funded by the Excellence Initiative of the German federal and state governments. As such, it has its own personnel and manages its own facilities and budget. All GESS faculty is anchored at the department or school level of the university, making the professors full members of the respective departments or schools.

The GESS integrates the disciplines of business, economics and the social sciences into a coherent curriculum, making it one of the few graduate schools worldwide that foster the exchange of ideas, methods and research-approaches across the boundaries of the economic and social sciences. It comprises

- the Center for Doctoral Studies in Business (CDSB)
- the Center for Doctoral Studies in Economics (CDSE)
- the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS)

The graduate school is characterized by a joint focus on empirical and quantitative methods and their applications in the respective disciplines. Within this framework, the GESS has established an internationally competitive structured doctoral program contributing to the strong scientific reputation of the University of Mannheim. Former GESS students have taken up assistant professorships and post-doc positions at internationally leading academic institutions as well as positions in renowned international organizations and in the private sector.

The GESS is governed by the GESS Board of Directors and advised by a number of additional committees and boards.

1.2 Center for Doctoral Studies in Business (CDSB)

The Center for Doctoral Studies in Business (CDSB) represents the postgraduate training pillar of the Business School of the University of Mannheim, which is triple accredited by AACSB, EFMD (EQUIS) and AMBA. The CDSB is the first graduate school in Germany offering structured doctoral programs in all areas of business with a strong focus on empirical and quantitative methods.

CDSB in brief:
- Scholarships available for covering living expenses
- Excellent research environment
- Interdisciplinary exchange of ideas with CDSE and CDSS students
- International student body
- Excellent reputation of the participating Business School of the University of Mannheim
- Entire program in English
1.3 Financial support

The CDSB commits to funding first-year students for a period of 12 months (1.250€ per month). The ongoing financial support depends on the successful completion of the first year and your academic performance in later semesters.

During the subsequent years students are typically either funded 1) by a teaching or research assistantship (employment contract) at the University of Mannheim 2) through a continuation scholarship or 3) by external funding the PhD student raised herself/himself.

2. The Program

The first year is dedicated largely to taking advanced courses and developing the dissertation proposal. Once you pass the required first year courses and the dissertation proposal gets accepted by the CDSB Admission and Assessment Committee (AAC), you are admitted as a doctoral candidate for further three to four years.

To help new students accommodate to their new academic environment, each student is assigned a mentor from the faculty of the Department of Business at the beginning of the first year. The respective professor will act as a contact person within the department. The mentor is not necessarily the thesis supervisor who is chosen by students in their first year.

The GESS has set up Milestones for each center which outline the specific tasks and activities that you and your supervisor are expected to perform throughout the five-year program. Also, the Center Manager of the CDSB will ask you for insight on an annual basis to check on the progress of your studies. Note that it is your responsibility to keep the document.

The curriculum of all programs can be found in the appendix of the study regulations (Studienordnung).

3. Courses and Course Requirements

The course program for current semesters (plus an archive of past courses) can be found here. Please check the website regularly for any changes. In each course, the assessment type may vary and is determined by the respective lecturer.

3.1 Registration

For any course you would like to join, please register online by using the registration form in the
Course Catalog of the CDSB. For all courses the registration deadline is **February 1** for the spring term and **August 25** for the fall term. During the first third of an elective course, students may still sign off. Afterwards de-registrations are no longer accepted and students will be automatically registered for the exam in the respective course.

For CDSE or CDSS courses please register online via the respective center’s course catalogue. If you would like to take a course which is not in the GESS course catalogue please contact your Center Manager.

### 3.2 Course requirements

In order to successfully pass the program, 90 ECTS points have to be accomplished.

**a) Core and Core Elective Courses:**
In the first year students attend the mandatory core and core elective courses of the respective course program. In case less than three quarters of these courses are completed with the grade 4.0 ("fair") or better, the student cannot continue in the program. Please find the details for your respective program in the Appendix of the Study Regulations.

**b) Elective Courses:**
The choice of the electives is to be made after consultation with the mentor or supervisor. The electives may be chosen from other CDSB programs or other centers of doctoral studies of the Graduate School (CDSE, CDSS).

**c) Bridge Course:**
A course of another center (CDSE or CDSS) of the GESS shall be completed.

**d) Area Seminar:**
For each semester of the doctoral program, participation in the Area Seminar of the respective program is mandatory.

**e) English Academic Writing course:**
This course focuses on academic writing and is mandatory for all – native or non-native English speakers.

**f) Dissertation Proposal:**
At the beginning of the third semester (Deadline: August 31), a written dissertation proposal shall be submitted to the admission and examination committee. The mentor or prospective supervisor of the dissertation comments on the proposal before the committee. The admission and examination committee consents to the continuation of the doctoral program by accepting the dissertation proposal and recognizing the successful coursework of the first year of study. The Guidelines for the preparation of the Dissertation Proposal can be found [here](#).

**g) CDSB Milestones:**
After each semester, the successful course of study shall be confirmed by the mentor and/or supervisor in the [CDSB-Milestones](#) form, that shall be forwarded to the Center Manager once a year at the beginning of the fall semester.
3.3 Evaluation

We are committed to improving our program and ask all students to carry out evaluations of courses attended. This is not only important as a personal feedback to the lecturer, but also for the development of the CDSB curriculum. The evaluation is anonymous.

3.4 Grades and ECTS points

The following grades are used in the graduate school:

1.0  excellent
1.3
1.7
2.0  good
2.3
2.7
3.0  satisfactory
3.3
3.7
4.0  fair/pass
5.0  fail

For a detailed list of ECTS credit points required and assigned to the courses/modules, please check the study regulations.

3.5 Dissertation

After the successful completion of the course program and the thesis defense you will be awarded the degree “Dr. rer. pol.”.

Details about the thesis defense process are set out in the doctoral degree regulations.

3.6 Studying abroad

The CDSB offers students the opportunity to do part of their research abroad after the completion of the course program at Mannheim. In most cases the supervisor has contact to professors at other universities who can be of special help to support the research.
3.7 Travel support

Students are encouraged to present their work at international conferences. If their papers are accepted, the CDSB grants financial support for the participation of students at top international conferences (subject to change without prior notice). The amount reimbursed depends on the importance of the conference visited. Please note that travel reimbursement is only available for scholarship holders.

Details and documents for travel reimbursement can be found on our website.

4. Working at the GESS

4.1 Office space

All students of the CDSB are provided with a shared office space in the GESS building. Your office space is equipped with a desk and cabinet, a whiteboard, a phone and a laptop with the following software:

Windows 7
- Microsoft Office
- Adobe Reader
- LaTeX

4.2 Office supplies

The GESS provides office materials, which can be obtained from the team assistant Marion Lehnert during office hours. Books for personal use cannot be financed by the GESS.

4.3 IT-Support

For IT related questions or to install free-of-charge software on your computer, please contact our IT administrator Patrick Schmitt (extension -2235). Further information is available on the website.

4.4 Making phone calls

To make an in-house call (within the university), just dial the respective 4-digit number (e.g. -2034 for the GESS team assistant). These calls are free of charge. For any other calls there are two possibilities:

- For official calls dial 0 followed by the number you wish to call
- For private calls dial 81 followed by the number you wish to call

You will receive a monthly invoice for your private calls which you have to pay yourself. For official calls the GESS will receive a monthly itemized invoice stating all numbers called as well as the length and cost of the calls. These invoices will be paid centrally through our means.
4.5 Sending and receiving mail

- **Internal mail**: Please use the brown paper envelopes available from the GESS office or at the university’s post office.
- **External mail (for work related post only)**: Please see the GESS team assistant.

Mail for CDSB students will be delivered by the university’s postal service. Always include “Universität Mannheim, GESS” in the address field.

4.6 Libraries

Also known as “UB” (“Universitätsbibliothek”), the Mannheim University Library system consists of different libraries:

<table>
<thead>
<tr>
<th>Library</th>
<th>Specialty</th>
<th>Loan period for registered GESS students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schneckenhof (South entry)</td>
<td>InfoCenter for library, IT and ecUM, closed stacks library for all disciplines, pick up desk for books from the closed stacks and inter-library loans, Learning Center (group work)</td>
<td>28 days (renewals may be possible)</td>
</tr>
<tr>
<td>Schneckenhof (South entry)</td>
<td>Business Studies</td>
<td>One semester (renewals may be possible)</td>
</tr>
<tr>
<td>Ehrenhof</td>
<td>Economics, Accounting &amp; Taxation, Law, History, Geography; Training classroom</td>
<td>One semester (renewals may be possible)</td>
</tr>
<tr>
<td>A3</td>
<td>Psychology, Psychological tests, Multimedia collection, Languages</td>
<td>One semester (renewals may be possible)</td>
</tr>
<tr>
<td>A5</td>
<td>Sociology, Political Science, Mathematics, Informatics</td>
<td>One semester (renewals may be possible)</td>
</tr>
<tr>
<td>Ehrenhof West</td>
<td>Textbooks for all disciplines</td>
<td>28 days (no renewals!)</td>
</tr>
</tbody>
</table>

Please check the web page for the current opening hours ([http://www.bib.uni-mannheim.de](http://www.bib.uni-mannheim.de)). All books, journals and databases of the libraries can be searched in the library catalog ([http://primo.bib.uni-mannheim.de](http://primo.bib.uni-mannheim.de)).

The UB offers introductory sessions for GESS students and courses on citation management tools, author workshops etc. Furthermore, you can use the publication platforms of the library: MADOC for (working) papers and your PhD thesis and MADATA for your research data.

Questions regarding the library can be addressed to the subject librarian for Business Studies Dr. Irene Schumm, [irene.schumm@bib.uni-mannheim.de](mailto:irene.schumm@bib.uni-mannheim.de).
5. Studying in Mannheim for International Students – Before your arrival

5.1 International students: visa and entry requirements for Germany

A visa may be required to enter Germany. The homepage of the Federal Foreign Office provides a list of countries which can help you to identify whether you need to apply for a visa not. When a visa is required, you must apply for it in person while still in your home country (or your country of residence).

Please make an appointment at the embassy and keep in mind that it can take weeks to get an appointment. It may take another 6-8 weeks to get the visa, so please apply for it as soon as possible.

The Welcome Center provides information on the visa procedure here.

5.2 International Students: Register with the Welcome Centre of the University of Mannheim

The Welcome Center is the central consultation and service point for international researchers at the University of Mannheim. In cooperation with the Center Managers of the GESS, they are happy to assist you in organizing your arrival in Mannheim.

The Welcome Center will send you a ‘check-in questionnaire’ in preparation for the Orientation Days, which will take place from 28 to 30 August 2019.

International students please also refer to the Welcome Center’s web page.

6. Studying in Mannheim – After your arrival

6.1 Enrollment

All doctoral candidates must enroll at the University of Mannheim and the Business School.

1. Enrollment at the University of Mannheim

Full details about necessary documents and semester fees can be found here.

2. Enrollment at the Business School must be completed within six months after starting the program. Detailed information can be found in Step 1 and Step 2 here.

6.2 ecUM

The ecUM (electronic card of the University of Mannheim) is your university identity card.
Once you have charged the designated terminals, it can be used to pay for food at the university cafeteria or for photocopying. If you buy a “Semesterticket” then the card also serves as your public transportation ticket.

Go to the Info Center of the university library to get your ecUM. Don’t forget to bring your letter of acceptance as a GESS PhD student.

With the ecUM you also get your user ID account which you will need to access your computer. The User ID will be issued at the same location. Ask them to print out your “rumms account credentials”. In order to use your user account for e-mail, you will have to change the password and set up a security question. Please follow this link: passwort.uni-mannheim.de. The Welcome Center also offers a short manual upon request.

7. Living in Mannheim

7.1 Residency

You will find in depth information about the Mannheim housing market on the web page of the Welcome Center.

The following neighborhoods are particularly popular among international researchers given their proximity to the university:

- Innenstadt (Inner City)/Quadrate/City
- Schwetzinger Vorstadt
- Lindenhof
- Neckarstadt-Ost
- Oststadt

However due to their central locations, rent in these neighborhoods will be more expensive. Neighborhoods such as e.g. Almenhof, Neckarau, Neuostheim, Feudenheim, Waldhof, Käfertal are well connected via public transport and worth considering as well.

The GESS has reserved a limited number of rooms in shared student accommodation for international doctoral students. Please contact the Center Manager if you are interested in one of these. You have the possibility to apply directly for student accommodation online in case all of the GESS rooms are allocated already.

Should you arrive in Mannheim before you can move into your apartment, the youth hostel offers (shared) rooms at a reasonable price.

7.2 Health Insurance

Please refer to the Welcome Center for all information. Full information will be provided during the orientation program offered by the Welcome Center before the semester start.
International students please note: Health insurance coverage is required from your first day in Germany. However, insurance coverage associated with a PhD program begins only on your first day of enrollment. Consequently, for the time between your arrival and the first day of enrollment, we recommend enrolling in a travel health insurance which you can obtain in your home country.

7.3 Personal liability insurance (Haftpflichtversicherung)

The GESS strongly recommends that all PhD students take out personal liability insurance. In Germany, anyone can be held responsible for accidental damages inflicted upon a third party. More information on personal liability insurance is provided by the Welcome Center.

7.4 To Do for non-EU International Students I – Residence Permit from Foreigners’ Office

The Welcome Center Team will assist new PhD students with obtaining a residence permit during the orientation meeting in the last week of August before classes start in September. You will find all necessary information here.

Non-EU students need to register with the German authorities (“Ausländerbehörde”/ Foreigners’ Office) to get a residence permit. The Ausländerbehörde is located in K7 (☎ +49-621-293-3221; webpage). Please note that non-EU students need to get a residence permit within 90 days of their arrival – even if they have a visa!

- Do not allow your residence permit to expire and apply for an extension well in advance (8 weeks).
- Consult the Welcome Center whenever you need to go to the Foreigner’s Office: They’ll help you.

7.5 To Do for International Students II – Registration with City Authorities

Within the first week of your arrival in Mannheim, you must register your address with the authorities (’Meldepflicht’). You will find all necessary information here.

7.6 To Do for International Students III – Open Bank Account

In order to receive your scholarship/salary and pay your bills, you will need to open a German bank account. Follow the link provided by the Welcome Center to learn more about banking in Germany.
8. Miscellaneous

8.1 German language courses

Consult the Welcome Center’s homepage for up-to-date information on German language courses.
Depending on available funds the GESS may offer financial support for its international (non-German speaking) students should they decide to attend a German language course (maximum of two courses at 250 € each). Please inquire with the Center Manager whether financial support is available before signing up for a course.

8.2 Gender & Diversity

At the GESS we celebrate the diverse backgrounds and ideas of our students and believe that these are the key to taking full advantage of human potential in all of its facets. We closely cooperate with the University Department of Gender Equality and Social Diversity to create, embed and continually develop sustainable equal opportunity structures.

The Gender and Diversity Committee is accompanying and monitoring our efforts in order to ensure that the GESS remains sensitive to matters relating to gender and diversity.

Further details as well as a list of committee members can be found on the web page of the Gender & Diversity Committee.

8.3 Parents and children

The university has been certified as a family-friendly work and study environment (‘Familiengerechte Hochschule’).

Child care services provided by the University are

- The ‘Kinderhaus’ is part of the ‘Studierendenwerk Mannheim’ and currently offers 84 places for children between the ages of 1 and 6.
- The University of Mannheim and the Collaborative Research Center 884 offer a parent-child-office (in B6, 30-32), which can be used for self-organized care-taking.

9. Get in contact

CDSB Center Manager Kirstin Niedernolte (cdsb@uni-mannheim.de; Tel: 2033; B6, 30-32 – room 243) or GESS team assistant Marion Lehnert (gess@uni-mannheim.de; Tel: 2034; B6, 30-32 – room 253)
Your contact persons for academic questions are your mentor (assigned at beginning of the program), your supervisor(s) after the second year and the Academic Director of the CDSB.