

Information Sheet 4: Campus facilities & Support

1 Student ID Card “ecUM”

The “ecUM” card is the student card for the University of Mannheim. The card, which can be topped up to pay for particular services, functions as a library card (i.e. to borrow books), photocopy and print documents, and can be used to pay for meals in the cafeteria (“Mensa” or EO), and for the washing machines in the MBS apartments. Additionally, the card works as a key to MBS course locations, the MBS Lecture Hall, and the Education Center Dalbergplatz (ECD).

The MBA Program Management will arrange a time during the kick-off week in Term 1 for obtaining the ecUM card. Exchange students who will stay longer than two weeks will receive their ecUM card on the first day of their course for a deposit of €20. The deposit will be refunded once the students have returned the card to Program Management.

Adding money to the ecUM card is only possible via “Autoload.” This process ensures that the card will be topped up automatically from a German bank account once the amount of money falls below the selected minimum credit. For this purpose, registration (done at the ecUM center inside the main library building or the Infothek in the Mensa building) and a German bank account are necessary. Hence, this might not be possible for MBS exchange participants who are only in Mannheim for a short period of time.

In case the ecUM card is lost, a fee of €15 applies to receive a replacement card. All information on ecUM card could be found through weblink:

http://www.uni-mannheim.de/rum/ueber_uns/arbeitsgruppen/ivs/ecum/.

2 MBS Online Platform: Blackboard

Important information concerning the courses and MBA program in general will be provided through the learning management platform “MBS Blackboard” (<https://mbs.blackboard.com>). Every participant will have a personalized login username and password. After receiving the login information, participants need to check Blackboard regularly for general announcements, course information and updates, and assignment submission links.

As part of MBS Green Initiative, all course materials (lecture notes/hand-outs, case studies, readings) are

only available electronically and can be accessed up to four weeks prior to the start of a course. Additionally, plenty of 'How-to' documents can be found on Blackboard, e.g regarding online databases, sports card, IT guidelines, and a Blackboard manual. These documents are normally available throughout the study period.

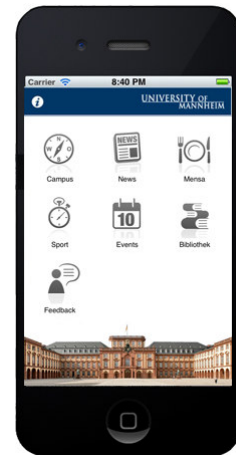
3 Campus Location & Facilities

MBS facilities are located on the campus of the University of Mannheim and in the MBS Education Center Dalbergplatz located at N2, 10 in Mannheim's city center. Generally, the main university buildings are open from Monday to Saturday from 8.00 a.m. until 9.00 p.m. However, the doors are locked from 7.00 p.m, except the main entrance in the east wing of the University.

3.1 Universität Mannheim App (UMApp)

The Official App for the University of Mannheim provides students, employees and guests with access to information about the University: Campus map, cafeteria menu, library research, sports programs, news and events, and much more.

- Campus: The campus map allows a quick localization of University facilities. Google Maps' route planner leads directly to the buildings.
- Mensa: The cafeteria plan shows the daily menus for a given week. It is possible to give immediate feedback on the menus to the Studentenwerk.
- Events: Information on upcoming events as well as the option to export it directly into a private calendar is available.
- News: This 'News' section provides important information concerning the University of Mannheim.
- Sports: Sport program for the University of Mannheim including a search function and daily courses.
- Library: This section allows users to access the online catalog "Primo" of the University library. It has also a scan-function to find books faster.
- Feedback: This section allows users to give feedbacks to improve the University of Mannheim app.



The Application is available in German for iOS and Android systems:



https://play.google.com/store/apps/details?id=de.klm_mobilesolutions.unima



<https://itunes.apple.com/de/app/universitat-mannheim/id523069013?mt=8&ls=1>

3.2 Lecture and Group Work Rooms

On the University Campus

MBS Lecture Hall and Group Work Rooms

The MBS lecture hall and group work rooms are located on the ground floor in the east wing of the Mannheim Palace and can be accessed from the Ehrenhof (Palace courtyard). The lecture hall provides space for around 80 people. In addition, there are seven group work rooms, each of which can accommodate 8-10 people. The lecture room is equipped with a computer, data projector and OHP (overhead projector), as well as a whiteboard, flip chart and wifi. The group work rooms are equipped with wifi, a flip chart, and a whiteboard. The MBS Lecture Hall and its group work rooms are accessible with an ecUM card 24 hours, seven days a week.

O 138 (“Fuchs-Petrolub-Festsaal”)

This lecture room is located on the second floor in the east wing of the palace. It can be accessed through the main entrance of the east wing on Bismarckstraße. The lecture room is equipped with a data projector and overhead projector, as well as a whiteboard and wifi.

Group work rooms in the University Library

There are also rooms for group work in the central library (east wing of the palace) on the right side of the second floor. The opening hours are as follows: Monday to Friday 8.00 a.m. – midnight and Saturday to Sunday 10.00 a.m. – midnight. However, these rooms cannot be booked.

Off the University Campus

Education Center Dalbergplatz (ECD), 2nd, 3rd and 4th floor

The ECD is located in N2, 10 in the city center, which is just about a ten-minute walk from the MBS villa and the campus of the University of Mannheim. There are two lecture rooms and 7 group work rooms on the 3rd and 4th floor, as well as one lecture room and 7 group work rooms on the 2nd floor. With the yellow electronic key, the building is accessible from 5 a.m. to midnight every day. All lecture rooms are equipped with a computer, wifi, data projectors, whiteboards and flip charts. The ECD group work rooms are equipped with wifi, whiteboards and flip charts.

3.3 Library of the University of Mannheim

There are three different libraries at the University of Mannheim: the central library, departmental libraries and seminar libraries.

Central library (“Universitätsbibliothek“, short UB)

This library is divided into different locations: in the palace and in Mannheim’s city center at A3 and

A5. The main part of the library is located in the east wing of the Mannheim Palace, next to the “Schneckenhof”, where the library’s information desk and ecUM help-desk can be found.

The textbook library (‘Lehrbuchsammlung’) located in the west wing of the palace (Schloss Ehrenhof West) has collections of literature for Bachelor and Master Degree programs. Newspapers, magazines, and several foreign newspapers are also available here.

Quick guide and more information on the UB can be found:

- <http://www.bib.uni-mannheim.de/4.html?&tL=1>
- http://www.bib.uni-mannheim.de/fileadmin/pdf/ub/UB_Quick_Guide.pdf

Departmental libraries

These libraries allow access to book shelves, but the books are subject to short term loan (over night or over the weekend). Information on the locations and opening times of the individual departmental libraries can be found at <http://www.bib.uni-mannheim.de/63.html?&tL=1>.

Media Center (Mediathek)

The Media Center is located at A3. News, cassettes, and videos are available in many different languages. Information on the Media Center (in German only) is available here <http://www.bib.uni-mannheim.de/614.html?&tL=0>.

Seminar Libraries

In the setting of a seminar library, professors maintain a collection of books, papers, as well as final theses/reports from past students. Access to this library is usually limited to students of the respective professor.

3.4 Internet Access

MBS Lecture Hall and University Campus

Free wifi is accessible on the entire university campus. In order to use the wifi on the Mannheim university campus through the “Adonis network,” the wireless ethernet card and personal access information is required.

Education Center Dalbergplatz (ECD)

Free wifi is accessible in the entire Education Center Dalbergplatz. Internet in the ECD is accessible through the wireless “Business School” network.

IT guideline

Detailed explanations on the available networks and how to connect to the wifi are provided in an IT guideline which will be distributed after participant arrival in Mannheim. Any specific IT related questions or problems can be addressed to the IT staff at MBS via email: it@mannheim-business-school.com.

3.5 Copying, Printing and Scanning, Mail and Fax

Copying

Free copying facilities are available in the MBS Lecture Hall and the ECD. Additionally, photocopy facilities are also available in all libraries in the university campus for a nominal cost of 5 cents/page (black and white) payable either by cash or using the ecUM card. External copy shops are available around the university, such as Grafix (C1,2), Imprint Copyshop (C1,13), City Copy (Q2,14), or Copyshop (L10,9).

Printing and Scanning

Printers and scanners are available at the MBS Lecture Hall and at the ECD. The network printer needs to be setup on the user's laptop in order to print or scan. The set-up instructions are placed above the printers/scanners. Printing and scanning is also available on the university campus using the ecUM card.

Mail, Fax and Phone conferences

Mail

Mail/parcel delivery in Germany requires the recipient's name to be on the letter/parcel to match to the name(s) on the mailbox. Otherwise, the mail/parcel will be returned to the sender.

Fax

Receiving and sending a fax is possible via MBS fax number +49 (0) 621 181 1278. Participants will be notified of any faxes received or the fax will be put in the participant's MBS mailbox (only for MBA Full-time participant). Program Management will also provide assistance with using the fax machine.

Phone conference

There are meeting rooms equipped with telephones with speakers in MBS that can be booked for making telephone calls for Business Master Projects or job interviews. Bookings can be done through Program Management. Telephones with speakers are also available in group work rooms at the ECD for receiving calls within Germany and overseas, but they are only able to make calls to landline numbers within Germany.

3.6 Cafeterias

There are three main cafeterias within the University of Mannheim: the Mensa (the main cafeteria), 'EO,' and Café Soleil offering set meals (including a vegetarian option) – sometimes with different themes, a buffet, or snacks with prices start at € 2.60. For buffet style, the price will be based on its weight.

Opening Hours

The Mensa : Mon to Thurs, 10.00 a.m – 4.00 p.m. (food servings 11.30 a.m till 2.15 p.m).

 & Fri 10.00 a.m. – 3.00 p.m. (food servings 11.30 am to 2.00 p.m).

“EO” : Mon to Fri 7.45 a.m. – 8.00 p.m. & Saturday 10.00 a.m. – 4.00 p.m.

“Café Soleil” : Daily, 8.30 a.m. – 4.30 p.m., except on Friday 8.30 a.m. – 3.00 p.m.

Pubs and restaurants off-campus (but still close to the university) that serve German and international food, e.g. Italian, Greek, Turkish and Asian dishes are available.

3.7 Sports Facility

MBS participants are allowed to use all sports facilities and participate in all courses provided by the “Institut für Sport” of the University of Mannheim. Information about offered sport courses as well as facility and course schedules are available in English and German on the institute’s website (www.uni-mannheim.de/sport). Some specific courses (coded with ‘A.e’) may require registration and/or special fees. A new program is available in August and January each year.

When participating in one of the sports courses or when using the gym, MBS participants are responsible for their personal insurance coverage (health & accident insurances). Neither MBS nor the University of Mannheim is liable for any injury or damage that may occur.

Directions, contact, and opening hours of the sports institute are as follows:

Institut für Sport
Bismarckstraße 42
Schloss, East Wing Schneckenhof
1st floor, Room SO 102 – SO 105
Phone: +49 (0) 621 181-3419
Fax: +49 (0) 621 181-3415
Email: ifsport@uni-mannheim.de
Web: <http://www.uni-mannheim.de/sport/>

Office Hours:

Monday-Friday: 9.00 a.m. – 12.30 p.m (during university semesters)

3.8 Student Associations

Over the years, Mannheim MBA students have developed ideas and concepts for different student clubs and associations in various fields such as technology, finance, or consulting. Clubs and associations will be introduced during the kick-off week for the Mannheim MBA program in September. MBS participants are free to contact and to join existing clubs and associations or form new ones. Apart from MBS students clubs and associations, there are many diverse student organizations at the University of Mannheim which participants can join. A complete list of all student associations can be found on the website of the University of Mannheim:

https://qm.uni-mannheim.de/config/links/liste_akkreditierter_studentischer_initiativen/

(in German only).

3.9 Parking on the Campus

The 'Parkgarage Universität Mensa' located on Bismarckstrasse 10 is open for 24 hours seven days a week. The charge is €1.00 per hour with a maximum charge of €5.00 (Mon – Fri) per day. On weekends and public holidays, the charge is €2.00 for the whole day.

There are parking lots from the "Studentenwerk" (Housing Office), e.g in Parkring, that are available for rent with cost of €26 per month and a mandatory deposit of €26. If available, short rent (less than a month) might be available at the cost of a full month's rent plus deposit. To cancel the contract, a written notice of cancellation must be sent to Studentenwerk at least one month in advance at the beginning of a month. Please get in touch with the contact person mentioned on this website:

<http://www.studentenwerk-mannheim.de/Wir+%C3%BCber+uns/Kontakt.html>

3.10 Campus Shop

Located at the Schneckenhoffoyer in the east wing of Mannheim Palace, the Campus Shop of the University of Mannheim sells Mannheim Business School's merchandising.

Disclaimer:

While MBS do its best to compile all information carefully, MBS does not assume any liability for the information being complete, correct, and up-to-date. Information shared is based on current status MBS is aware of and only serves as generic guidelines.