

Information on the Application Process for the Fall Semester 2021/2022 for Master's Programs at the University of Mannheim

With the statutes dated 11 March 2021, the application process for the fall semester 2021/2022 has been adapted to the challenges posed by the current coronavirus pandemic. Therefore, in deviation from the regulations on admission and enrollment (ZullmmaO) of the University of Mannheim and all program-specific regulations on admission or selection statutes, the **following provisions will apply for the fall semester 2021/2022** to all consecutive and non-consecutive master's programs:

Section 1 - Changes to Formal Requirements

1. For the fall semester 2021/2022, the application for admission form **must be submitted electronically in the form required by the University of Mannheim**. A **personal signature is not required**. All additional documents relating to admission requirements and selection criteria must be submitted during the application process **as electronic copies only, in a file format and in the form approved by the university**. No documents shall be submitted in print format unless the university expressly requests hard copies. If it is not possible to submit the application electronically due to hardship, an alternative way of transmission may be permitted upon request.
2. This form shall also apply to applications for the selection according to hardship criteria and for the selection of applicants who are locally bound in the public interest (top-level athletes) as well as for non-selective programs.
3. Admission may be denied if the documents do not meet the requirements of the University of Mannheim; this includes the form of the documents. **The University of Mannheim may request that the original or a notarized copy of the documents listed in subsection 1 be presented upon enrollment**.
4. The scope of the documents to be submitted remains unchanged.

Section 2 - Postponement of the Application Deadline

For the master's programs **Intercultural German Studies, Political Science, Sociology, and Economics** the application deadline for the fall semester 2021/2022 is postponed: Applications for participation in the selection process and admission to the fall semester 2021/2022 must be submitted by **31 May 2021 (definitive deadline)**.

Section 3 - Other Temporary Changes

In the application process for the fall semester 2021/2022, there is no voluntary admission test for the Master of Science in Psychology ("Work, Economy and Society") and Master of Science Psychology ("Cognitive and Clinical Psychology") programs; therefore, no additional points will be awarded for this criterion; the maximum number of points achievable in the selection process is thus limited to 50 points.

Please note:

The aforementioned changes are **NOT** included in the following non-official version. **The temporary changes deviating from the regular statutes shall apply only once to the fall semester 2021/2022 due to the challenges posed by the coronavirus pandemic.**

PLEASE NOTE:

English translations of *Auswahlsatzungen* are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

Selection Statutes for the Master's Program

"Mannheim Master in Management" (Master of Science)

as at 10 December 2020

Based on section 59 subsection 1 sentence 2, section 63 subsection 2 of the act on the higher education institutions in the Land of Baden-Württemberg (Landeshochschulgesetz, LHG), section 6a, section 6 subsection 4 sentence 5 in conjunction with subsection 2 sentence 12 and section 2c sentences 2 and 3 of the act on higher education admission (Hochschulzulassungsgesetz, HZG) as well as section 33 subsection 1 sentence 2, subsection 2 sentence 5 of the act on the admission to higher education institutions in the Land of Baden-Württemberg (Hochschulzulassungsverordnung, HZVO) the Senate of the University of Mannheim passed the following Selection Statutes for the Master's Program "Mannheim Master in Management"(Master of Science) in accordance with section 19 subsection 1 sentence 2 number 10 LHG on 9 December 2020.

Section 1 – Scope

(1) ¹If there are more applicants than study places for the abovementioned degree program, the University of Mannheim conducts its own selection process in accordance with the regulations of higher-ranking legislation. It is governed by these Statutes. ²The decision is made in consideration of the applicants' aptitude for the degree program and the typical subsequent profession.

(2) ¹Sections 2 to 4 of these Statutes apply to all applications regardless of whether or not there is a limited number of study places or a selection procedure takes place; section 37 subsection 1 HZVO and section 6 subsection 3 sentence 4 of the regulations on admission and enrollment (Zulassungs- und Immatrikulationsordnung der Universität Mannheim, ZullmmaO) remain unaffected. ²An impediment to admission in accordance with section 4 subsection 2 number 2 clause 2 is also considered an impediment to enrollment. ³By way of derogation from section 4 subsection 3, all decisions must be made by the examination committee responsible for the master's program "Mannheim Master in Management" (Master of Science) instead of the admissions committee if no selection process takes place.

(3) The regulations on admission and enrollment of the University of Mannheim (ZullmmaO) remain unaffected in its valid version unless determined otherwise in these Statutes.

Section 2 – Deadlines

Applications for admission for the fall semester must be submitted by 31 May of each year (definitive deadline).

Section 3 – Form of the Application

(1) ¹The application for admission form must be submitted electronically in the form required by the University of Mannheim via the web portal; additionally, the documents listed in subsection 2 must be sent in print format. ²If it is not possible to submit the application electronically due to hardship, the application may be submitted in writing or verbally on record upon request.

(2) In addition to the electronic application in accordance with subsection 1, the following documents must be sent in print format:

1. the signed application for admission form,
2. documents of proof in accordance with section 7 subsection 1 numbers 4, 5, 8 to 10 ZullmmaO,
3. documents of proof that the admission requirements listed in section 4 are met,
4. documents of proof that the selection criteria listed in section 7 are met.

(3) The University of Mannheim may request that applicants submit originals or notarized copies of the documents listed in subsection 2; originals or notarized copies may be required in particular for application for admission forms.

Section 4 – Admission Requirements

(1) Applicants for the master's program "Mannheim Master in Management" (Master of Science) have to meet the following admission requirements:

1. ¹Applicants are required to have a bachelor's degree in business administration or a degree recognized by the admissions committee as equivalent from a German or foreign higher education institution or an officially recognized public university of cooperative education (Berufsakademie). ²The bachelor's degree must contain at least 36 ECTS in the field of business administration. ³The bachelor's degree must correspond to at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years.

2. ¹For admission to the German-English track of study according to section 6 subsection 1, proof of sufficient German proficiency is required. The minimum level required is C1 in accordance with the Common European Framework of Reference for Languages (CEFR). ²The documents listed in section 7 subsection 1 No. 3 of the regulations on admission and enrollment of the University of Mannheim (ZullmmaO) may serve as proof.

3. Applicants are required to submit one of the following documents as proof:

- a) Graduate Management Admission Test (GMAT) with a minimum score of 600 points; proof can be submitted only in form of the "Official Score Report/ School Copy". The test center provides the university with online access to the Official Score Report; access must be requested explicitly at the test center by the applicant;

PLEASE NOTE:

English translations of *Auswahlsatzungen* are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

Graduate Record Examination (GRE) with a score equivalent to at least 600 GMAT points. For conversion, the GRE results of the two sections Verbal Reasoning and Quantitative Reasoning are placed in the following formula:

Verbal Reasoning *6.38369593312407 + Quantitative Reasoning*10.6230921641945 - 2080.74559330863;

the result will be rounded up or down to the nearest increment of ten disregarding the decimal place; proof can be submitted only in form of the "Official Score Report". The test center provides the university with online access to the "Official Score Report"; access must be requested explicitly at the test center by the applicant.

(2) Applicants are eligible for admission to the master's program "Mannheim Master in Management" (Master of Science) if they meet the following additional admission requirements:

1. ¹Submission of the application in due time and form. ²If the bachelor's degree in accordance with subsection 1 number 1 has not been completed by the end of the definitive deadline defined in section 2 due to the fact that individual examinations have not been completed and it is anticipated that the degree will be completed in due time before the beginning of the master's program "Mannheim Master in Management", admission may be requested provided the applicant is able to prove completion of at least 140 ECTS credits. ³In this case, a proof of the credits earned up to then must be submitted within the definitive deadline defined in section 2. ⁴In this case, admission is subject to the proven completion of the bachelor's degree in accordance with subsection 1 number 1 by the date defined in the official letter of admission or by the first registration for an exam at the latest. ⁵If proof is not provided in due time, admission to the master's program will be rescinded.

2. There may not be any impediments to admission; a particular impediment exists if an applicant has lost their eligibility to take exams in the same program or a program in a similar field of study; section 7 subsection 1 number 5 ZullmmaO remains unaffected.

(3) ¹The admissions committee decides whether a degree or a qualification is considered equivalent or comparable and thus meets the admission requirements. ²The Business School guarantees a consistent procedure, in particular if more than one admissions committee was formed. ³For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs as well as cooperation agreements between universities must be taken into account. ⁴In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.

Section 5 – Admissions Committee

(1) ¹The Business School appoints at least one admissions committee for the preparation of the selection process. ²It is composed of at least two members. ³The members of an admissions committee must be staff members whose main employer is the university. At least one member must be a university teacher. ⁴The committee members' term of office is one year. ⁵They may be reappointed.

(2) Upon completion of the admissions process, the admissions committee reports its experiences to the school council of the Business School and makes suggestions for the further development of the selection process.

PLEASE NOTE:

English translations of *Auswahlsatzungen* are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

(3) The admissions committee may consult up to two additional people familiar with the relevant program of study; these people do not have a vote.

Section 6 – Selection Process

(1) ¹The available study places for the different tracks of study are awarded according to the following system:

1. Up to 1/5 of the available places will be awarded to applicants of the English track of study;
2. The remaining places will be awarded to applicants of the German-English track of study.

²The applicants must indicate the preferred track of study in their application.

(2) ¹The admissions committee selects potential students based on the selection criteria of section 7 and prepares a ranking for each track of study. ²The President of the university decides which candidates will be admitted. This decision is based on the recommendations of the admissions committee.

(3) Admission is denied if the applicant is excluded from the admissions process due to higher-ranking law, especially if the documents as laid out in section 3 subsection 2 were not submitted in due time and form by the definitive deadline as stipulated in section 2 or if another impediment to admission exists.

Section 7 – Selection Criteria and Preparing a Ranking

(1) The admissions committee takes the following criteria into account when preparing the rankings in the selection process:

1. the final grade or the current average grade of the bachelor's program according to section 4 subsection 2 number 1,
2. a semester abroad during the program of study or special qualifications in the fields of data analytics or sustainability corresponding to at least 24 ECTS
3. other previous experiences that are relevant to the desired program in accordance with section 6 subsection 2 sentence 2 number 3 HZG, in particular vocational training or working experience in a recognized training vocation as well as special previous experiences and practical experiences proving the eligibility of the applicant for the chosen degree program and the typical subsequent profession and the result of the GMAT or GRE (total score).

(2) Each applicant receives a score for each selection criterion according to the following regulations; the admissions committee evaluates the submitted documents:

1. ¹For the final grade or the current average grade of the bachelor's program according to section 4 subsection 2 number 1 a maximum of 60 points may be given. ²The grade, including the first decimal, is translated into points. ³60 points may be given for the grade 1.0 and 0 points may be given for the grade 4.0. ⁴The points for the remaining grades in between are calculated linearly in steps of 0.1 and rounded. ⁵If the higher education institution at which the applicant

PLEASE NOTE:

English translations of *Auswahlsatzungen* are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

is pursuing their bachelor's degree does not provide the current average grade, the average grade is calculated from all module grades or examination grades weighted in ECTS credits the applicant has achieved in the course of their bachelor's program up until the selection process. ⁶If the applicant does not provide any proof which may serve as a basis to calculate an average grade, they are assigned the grade "4.0" for the purpose of the selection process. ⁷If the final grade or average grade is indicated in a grading system which does not correspond to the grading system used for the bachelor's programs of the Business School of the University of Mannheim, the grade is converted according to the recommendations of the ZAB.

2. For a semester abroad during the program of study or special qualifications in the field of data analytics or sustainability corresponding to at least 24 ECTS, 22 points may be given.
3. ¹For the result of the GMAT or the GRE a maximum of 60 points may be given. ² For a test result of 600, 3 points may be given and for every 10 additional points in the test, another 3 points may be added.
4. ¹For other previous experiences that are relevant to the desired program as described in subsection 1 number 3 and are not covered by the provisions set out in number 3, a maximum of 6 points may be given. ²All experiences that prove the eligibility of the applicant for the chosen degree program will be considered. ³ A maximum of 6 points can be achieved for working experiences if they amount to a full-time employment of at least five working days with at least 39.5 hours per week. ⁴For each working experience, a maximum of 2 points can be achieved. ⁵For a completed vocational training 4 points will be given.

(3) ¹In accordance with subsection 2 numbers 1 to 4, the points are added up; the maximum score is 148 points. ²Based on the score the applicants are ranked in descending order on the individual list. ³In cases where applicants achieve the same score, selection is based on the average grade that was achieved in the degree that is required for admission to the master's program "Mannheim Master in Management" (Master of Science); if applicants then have the same score, selection is decided by lot.

(4) In order to guarantee a consistent procedure, the school council of the Business School can pass additional regulations for the consideration of proofs for individual selection criteria, in particular for the conversion of grades and for previous experiences as described in subsection 2; the admissions committee is bound by these regulations.

Section 8 – Commencement; Final Provisions

(1) ¹These Statutes will come into effect on the day after their publication in the general section of the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). ²During the admissions process for the fall semester 2021/2022 they are applied for the first time.

(2) ¹At the same time the Selection Statutes for the program "Mannheim Master in Management" (Master of Science) as at 12 December 2011 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 26/2011 pp. 10 et seqq.), last amended on 22 March 2018 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2014 p. 14) cease to be effective. ²Admissions processes that are not yet completed by the time of the commencement of these Selection Statutes are to be concluded on the basis of the former valid selection statutes.

PLEASE NOTE:

English translations of *Auswahlsatzungen* are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

Issued:

Mannheim, 10 December 2020

Prof. Thomas Puhl

President

PLEASE NOTE:

English translations of *Auswahlsatzungen* are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.