

**PLEASE NOTE:**

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**Selection Statutes for the Master's Program  
Master of Arts (M.A.) in Political Science**

**as at 10 December 2020**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 23/2020, Part I, pp. 109 et seqq.)

**1st amendment as at 4 November 2021**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 11/2021, pp. 47 et seqq.)

**2nd amendment as at 24 March 2023**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 06/2023, pp. 44 et seqq.)

The present version is a non-official version including the aforementioned amendments. Only the version in the Bulletin of the President's Office is legally binding.

In the German language version of these Selection Statutes, this sentence deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

**Section 1 – Scope**

(1) <sup>1</sup>If 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. <sup>2</sup>The decision is made in consideration of the applicants' aptitude for the degree program and the typical subsequent profession.

(2) <sup>1</sup>Sections 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. <sup>2</sup>An impediment to admission in accordance with section 4 subsection 2 number 2 clause 2 is also considered an impediment to enrollment. <sup>3</sup>By way of derogation from section 4 subsection 3, all decisions must be made by the examination committee responsible for the master's program in Political 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**

(1) Applications for admission for the fall semester must be submitted by 15 May of each year (definitive deadline).

(2) In case of an application for the fall semester, proof of English proficiency as stipulated in section 4 subsection 1 number 2 can be submitted until 15 August of the same year (definitive deadline).

## **Section 3 – Form of the Application**

(1) <sup>1</sup>The 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 submitted electronically or in a file format approved by the university and by means of an accepted form of electronic transfer. <sup>2</sup>Language test certificates that are submitted to the university directly by the test centers may be submitted in hard copy. <sup>2</sup>If 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) The following additional documents are required according to section 1 subsection 1 sentence 1 clause 2:

1. documents of proof in accordance with section 7 subsection 1 numbers 4, 5, 8 to 10 ZullmmaO,
2. documents of proof that the admission requirements listed in section 4 are met,
3. 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 in Political Science have to meet the following admission requirements:

1. <sup>1</sup>Applicants are required to have a bachelor's degree in Political Science 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). <sup>2</sup>The bachelor's degree must correspond to at least 180 ECTS credits or have a standard period of study of

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at least 6 semesters or 3 years. <sup>3</sup>The final grade of the degree must be at least 2.5; clause 1 applies correspondingly to the current average grade of the bachelor's program in accordance with section 7 subsection 1 number 1.

2. <sup>1</sup>Applicants must provide proof of sufficient English proficiency. <sup>2</sup> The successful completion of a program of study with English as language of instruction and examination corresponding to at least 90 ECTS credits or a University Entrance Qualification (HZB) from a school based in a school system whose official language is English serve as proof. <sup>3</sup>If an applicant has obtained neither of the above, the following test results can serve as proof of English proficiency:
  - a) certificate of the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) with a score of at least 90 points; TOEFL MyBest scores are not accepted,
  - b) The European Language Certificate (telc) - English University with Level C or better,
  - c) Certificate in Advanced English (CAE) with Level C or better,
  - d) Certificate of Proficiency in English (CPE) with Level C or better,
  - e) International English Language Testing System - Academic Test (IELTS) with a band score of 6.5 or better.

<sup>4</sup>Only test results obtained no more than two years prior to the deadline in accordance with section 2 subsection 1 will be recognized as proof. <sup>5</sup>Any other type of documents serving as proof of an applicant's English proficiency will be considered sufficient if they can be recognized as equivalent.

3. Applicants must demonstrate sound knowledge in the field of Methods of Empirical Social Research and Statistics by means of completed courses with a grade of "good" (2.5) or better in the first degree.

(2) Applicants are eligible for admission to the master's program in Political Science if they meet the following additional admission requirements:

1. <sup>1</sup>Submission of the application in due time and form. <sup>2</sup>If 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 subsection 1 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 in Political Science, admission may be requested provided the applicant is able to prove completion of at least 130 ECTS credits. <sup>3</sup>Within the definitive deadline defined in section 2 subsection 1, proof of the credits earned must be submitted. <sup>4</sup>In 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

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at the latest. <sup>5</sup>If 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) <sup>1</sup>The admissions committee decides whether a degree or a qualification is considered equivalent or comparable and thus meets the admission requirements.

<sup>2</sup>The School of Social Sciences guarantees a consistent procedure, in particular if more than one admissions committee was formed. <sup>3</sup>For 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. <sup>4</sup>In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.

### **Section 5 - Admissions Committee**

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

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

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

(2) 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 subsection 1 or if another impediment to admission exists.

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## Section 7 – Selection Criteria and Preparing a Ranking

- (1) The admissions committee takes the following criteria into account when preparing a ranking 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. the letter of motivation written by the applicant,
  3. the academic paper written by the applicant.
  
- (2) Each applicant receives a score for each selection criterion according to the following regulations; the admissions committee evaluates the submitted documents:
  1. <sup>1</sup>For the final grade or the current average grade of the bachelor's program according to section 4 subsection 2 number 1 a maximum of 10 points may be given. <sup>2</sup>The grade, including the first decimal, is translated into points. <sup>3</sup>10 points may be given for the grade 1.0 and 0 points may be given for the grade 2.5. <sup>4</sup>The points for the remaining grades in between are calculated linearly in steps of 0.1 and rounded. <sup>5</sup>If the higher education institution at which the applicant 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. <sup>6</sup>If 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 School of Social Sciences of the University of Mannheim, the grade is converted according to the recommendations of the ZAB.
  
  2. <sup>1</sup>For the letter of motivation written by the applicant a maximum of 30 points may be given. <sup>2</sup>The letter of motivation must include the applicant's motivation for choosing the field in general and for choosing this particular master's program at the University of Mannheim, the applicant's expectations of the program and the applicant's plans for their professional future. <sup>3</sup>Furthermore, the applicant must explain the connection between their first degree and the chosen master's program. <sup>4</sup>The letter of motivation must be written in English and must not comprise of more than 500 words; if the letter of motivation comprises of more than 500 words, only the first 500 words will be taken into account.
  
  3. <sup>1</sup>For the academic paper written by the applicant a maximum of 60 points may be given. <sup>2</sup>The academic paper is supposed to demonstrate the applicant's ability to prepare written work in the field of political science. <sup>3</sup>The academic paper

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must be written in German or English and must not comprise of more than 5,000 words; if the academic paper comprises of more than 5,000 words, only the first 5,000 words will be taken into account.

(3) <sup>1</sup>In accordance with subsection 2 numbers 1 to 3, the points are added up; the maximum score is 100 points. <sup>2</sup>Based on the score the applicants are ranked in descending order. <sup>3</sup>In 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 in Political 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 School of Social Sciences can pass additional regulations for the consideration of proofs for individual selection criteria, in particular for the conversion of grades; the admissions committee is bound by these regulations.

### **Section 8 – Commencement; Final Provisions**

(1) <sup>1</sup>These 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). <sup>2</sup>During the admissions process for the fall semester 2021/2022 they are applied for the first time.

(2) <sup>1</sup>At the same time the Selection Statutes for the master's program in Political Science of the University of Mannheim as at 3 March 2011 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 04/2011, pp. 46 et seqq.), last amended on 30 October 2017 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 29/2017, pp. 7 et seqq.) cease to be effective. <sup>2</sup>Admissions 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.

#### **Article 2 of the amendment of 4 November 2021:**

(1) These regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

(2) Article 1 will be applied for the first time during the admissions process for the fall semester 2022/2023. <sup>2</sup>Admissions 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.

#### **Article 5 of the amendment of 24 March 2023:**

(3) These regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

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(4) Article 1 will be applied for the first time during the admissions process for the fall semester 2023/2024. <sup>2</sup>Admissions 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.

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