

## Information on the Application Process for the Spring Semester 2022 for Master's Programs at the University of Mannheim

With the statutes dated 07 October 2021, the application process for the spring semester 2022 has been adapted to the challenges posed by the current coronavirus pandemic. Therefore, in deviation from the regulations on admission and enrollment (ZulmmaO) of the University of Mannheim and all program-specific regulations on admission or selection statutes, the **following provisions will apply for the spring semester 2022** to all consecutive and non-consecutive master's programs:

### Changes to Formal Requirements

1. For the spring semester 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.

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 spring semester 2022 due to the challenges posed by the coronavirus pandemic.**

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**Selection Statutes for the Master's Program**

**Business Informatics (M.Sc.)**

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 6 subsection 4 sentence 5 in conjunction with subsection 2 sentence 12 and section 2c sentences 2 and 3 of the act on the admission to higher education institutions of the Land of Baden-Württemberg (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 in Business Informatics in accordance with section 19 subsection 1 sentence 2 number 10 LHG on 9 December 2020.

**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 Business Informatics 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 following fall semester must be submitted until 31 May and for the following spring semester until 15 November of each year (definitive deadlines).

(2) Proof of sufficient English proficiency may be submitted by 15 August in case of an application for the fall semester and by 15 January in case of an application for the spring semester (definitive deadlines).

### 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 sent in print format. <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) 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 in Business Informatics have to meet the following admission requirements:

1. <sup>1</sup>Applicants are required to have a bachelor's degree in Business Informatics 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>A program of study is recognized as equivalent if it includes at least 30 ECTS credits in the field of informatics, at least 30 ECTS credits in the field of business administration or business informatics and at least 18 ECTS credits in the field of mathematics or statistics. <sup>3</sup>At least 8 ECTS credits of the 30 ECTS credits in the field of informatics must be completed in the field of programming. <sup>4</sup>The 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. <sup>1</sup>Applicants have to 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 of at least 50% of the courses and examinations or a University Entrance Qualification (HZB) from a school with English as the language of instruction serves 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 72 points; TOEFL MyBest scores are not accepted,
- b) First Certificate in English (FCE), minimum grade C,

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- c) Certificate in Advanced English (CAE),
- d) Certificate of Proficiency in English (CPE),
- e) The International English Language Testing System (IELTS) examination is accepted with a band score of 6.0 or better (academic modules),
- f) Graduate Management Admission Test (GMAT) with a minimum score of 500 points.
- g) Graduate Record Examination (GRE) with a score equivalent to at least 500 GMAT points. For conversion, the GRE results of the two sections Verbal Reasoning and Quantitative Reasoning are placed in the following formula:  
  

$$\text{Verbal Reasoning} * 6.38369593312407 + \text{Quantitative Reasoning} * 10.6230921641945 - 2080.74559330863;$$

the result will be rounded up or down to the nearest increment of ten disregarding the decimal place.
- h) certificate of the language test offered by the "Universität Mannheim Service and Marketing GmbH" with a minimum level of B2 in listening comprehension, written language, spoken language and reading comprehension.
- i) continuous attendance of English classes throughout the German secondary school education with a minimum average of 7 points.

<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.

(2) Applicants are eligible for admission to the master's program in Business Informatics 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 Business Informatics, admission may be requested provided the applicant is able to prove completion of at least 130 ECTS credits. <sup>3</sup>Proof of the credits earned must be submitted within the definitive deadline defined in section 2 subsection 1. <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 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.

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- (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 Business Informatics and Mathematics 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 Business Informatics and Mathematics appoints at least one admissions committee for the preparation of the selection process. <sup>2</sup>An admissions committee is composed of at least three 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 Business Informatics and Mathematics 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.

## **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. other previous experiences that are relevant to the desired program in accordance with section 6 subsection 2 sentence 2 number 3 HZG, in particular relevant working experience (vocational training, working experience or internships) that prove the eligibility of the applicant for the chosen degree program and the typical subsequent profession.

(2) Each applicant receives a score for each selection criterion according to the following

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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 50 points may be given. <sup>2</sup>The grade, including the first decimal, is translated into points. <sup>3</sup>50 points may be given for the grade 1.0 and 0 points may be given for the grade 4.0. <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 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. <sup>7</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 Business Informatics and Mathematics 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 5 points may be given.
3. <sup>1</sup>For other previous experiences that are relevant to the desired program as described in subsection 1 number 2 and are not covered by the provisions set out in number 2, a maximum of 10 points may be given. <sup>2</sup>All experiences that prove the eligibility of the applicant for the chosen degree program will be considered. <sup>3</sup>Working experiences are considered if they amount to a full-time employment of at least 4 weeks with at least 39.5 hours per week.

(3) <sup>1</sup>In accordance with subsection 2 numbers 1 to 3, the points are added up; the maximum score is 65 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 Business Informatics; 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 Business Informatics and Mathematics 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) <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 "Business Informatics" (Master of Science) as at 10 March 2016 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 7/2016, pp. 18 et seqq.), last amended on 27 February 2019 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 3/2019, pp. 86 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.

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Mannheim, 10 December 2020

Prof. Thomas Puhl  
President

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