



## INFORMATION ON MASTER'S PROGRAMS AT THE UNIVERSITY OF MANNHEIM

**FALL SEMESTER 2021**

Notice:  
Fall semester starting on  
06 September 2021

In this guide, you will get a first overview of the master's programs, of responsibilities and application deadlines, which have to be considered if you want to start a master's program at the University of Mannheim in the fall semester 2021.

Please note: All information is **current as at 22 March 2021 and subject to changes. Changes are possible with respect to both application process and Selection Statutes.** Therefore, please check our website [www.bewerbung.uni-mannheim.de](http://www.bewerbung.uni-mannheim.de) regularly.

You have to **apply** for all of the master's programs and almost each of them is **selective**. In this guide, you can find information on the application process and on application requirements that need to be considered for an application at the University of Mannheim. Please read this guide carefully. Certainly, many of your questions will be answered afterwards.

Due to the Coronavirus Pandemic the University of Mannheim offers an online application only. You will provide us with your documents **by uploading** them on a platform.

Application is obligatory for all master's programs.

For further information on the application process, please refer to point 3 in this guide.

Contact details if you need further information:

**At the moment, we can only be contacted via email: [application@uni-mannheim.de](mailto:application@uni-mannheim.de) or during our Virtual Consultation Hours via Teams**

**Admissions Office:**

**Visitor address:** L 1, 1, (entrance B), first floor  
Room 158 – Admission for International applicants  
Room 157 – Admission for German applicants

**Postal address:** Universität Mannheim  
Zulassungsstelle  
Postfach 103462  
68131 Mannheim

**Head of Admissions Office:** Ms. Maren Kloppenburg  
**Co-Director of Admissions Office:** Mr. Jens Braun

**Team:**

**International applicants**  
Mrs. Aleksandra Kendzia  
Mrs. Laura Sinn

**German applicants**  
Mrs. Claudia Dörr  
Mrs. Christine Nonnenmacher  
Mr. Jens Braun

**Head of Coordination Selection Process**  
Mrs. Kerstin Müller

**Internet:** <http://www.uni-mannheim.de/application>

**E-Mail:** [application@uni-mannheim.de](mailto:application@uni-mannheim.de)

**Fax number:** +49 621/181-1229

**Hotline:** 0621/181-2222 (Mo-Fr 9:00am – 04:00pm)

<b>1. GENERAL INFORMATION ON THE ADMISSIONS PROCESS .....</b>	<b>5</b>
1.1 ADMISSION REQUIREMENTS .....	5
1.2 SELECTIVE ADMISSION .....	5
1.3 APPLICATION FORM FOR ADMISSION .....	5
1.4 MASTER'S PROGRAMS AND DEADLINES FOR APPLICATION .....	5
1.5 CONTACTS .....	6
<b>ADMISSION REQUIREMENTS &amp; SELECTION CRITERIA FOR EACH MASTER'S PROGRAM .....</b>	<b>8</b>
2.1 GENERAL INFORMATION ON ADMISSION REQUIREMENTS AND SELECTION CRITERIA .....	8
2.1.1 <i>information for applicants from certain countries</i> .....	8
2.2 BACHELOR'S DEGREE NOT YET COMPLETED .....	8
2.3 INFORMATION ON THE ENGLISH MASTER'S PROGRAMS .....	9
2.3.1 <i>Master of Arts – Political Science</i> .....	9
2.3.2 <i>Master of Arts – Sociology</i> .....	10
2.3.3 <i>Master of Science – Business Informatics</i> .....	11
2.3.4 <i>Mannheim Master in Data Science</i> .....	12
2.3.5 <i>Master of Science – Economics</i> .....	13
2.3.6 <i>Master of Science – Mannheim Master in Management</i> .....	14
2.3.7 <i>Comparative Business Law (M.C.B.L.)</i> .....	15
2.4 INFORMATION ON THE GERMAN MASTER'S PROGRAMS .....	16
2.4.1 <i>Master of Arts – History</i> .....	16
2.4.2 <i>Master of Arts – Intercultural German Studies</i> .....	17
2.4.3 <i>Master of Arts – Culture and Economy: English and American Studies</i> .....	18
2.4.4 <i>Master of Arts – Culture and Economy: French Studies</i> .....	19
2.4.5 <i>Master of Arts – Culture and Economy: German Studies</i> .....	20
2.4.6 <i>Master of Arts – Culture and Economy: Hispanic Studies</i> .....	21
2.4.7 <i>Master of Arts – Culture and Economy: History</i> .....	21
2.4.8 <i>Master of Arts – Culture and Economy: Italian Studies</i> .....	22
2.4.9 <i>Master of Arts – Culture and Economy: Philosophy</i> .....	23
2.4.10 <i>Master of Arts – Culture and Economy: Media and Communication Studies</i> .....	23
2.4.11 <i>Master of Arts – Language and Communication</i> .....	24
2.4.12 <i>Master of Arts – Literature, Media and Culture in the Modern Era</i> .....	24
2.4.13 <i>Master of Arts – Media and Communication Studies: Digital Communication</i> .....	25
2.4.14 <i>Master of Education in Teacher Education – Economics and Business Administration, English, French, German, History, Informatics, Italian, Mathematics, Philosophy/Ethics, Political Science, Spanish</i> .....	25
2.4.15 <i>Further subject of the master's program in Teacher Education – English, French, German, History, Informatics, Italian, Mathematics, Philosophy/Ethics, Political Science, Spanish</i> .....	25
2.4.16 <i>Master of Science – Mathematics</i> .....	25
2.4.17 <i>Master of Science – Mathematics in Business and Economics</i> .....	26
2.4.18 <i>Master of Science – Economic and Business Education</i> .....	26
2.4.19 <i>Master of Science – Psychology: Cognitive and Clinical Psychology</i> .....	27
2.4.20 <i>Master of Science – Psychology: Work, Economy and Society</i> .....	27
2.4.21 <i>Master of Laws (LL.M)</i> .....	28
2.4.22 <i>Master of Competition Law and Regulation (LL.M)</i> .....	28
<b>3. THE APPLICATION PROCESS OF THE UNIVERSITY OF MANNHEIM .....</b>	<b>29</b>

3.1 DOCUMENTS TO SUBMIT.....	29
3.1.1. University Entrance Qualification (Upload 1).....	30
3.1.2. Certificate of Enrollment (Upload 2) .....	30
3.1.3. Curriculum Vitae / CV (Upload 3).....	31
3.1.4. Transcript of Records and Degree Certificates (Upload 4) .....	31
3.1.5. Language Certificates and proof of semester spent abroad (Upload 5) .....	32
3.1.6. special applications (Upload 6) .....	32
3.2 CONFIRMATION ON RECEIPT.....	33
3.3 EXTENDED DEADLINES.....	33
3.4 PROOF OF FOREIGN LANGUAGE PROFICIENCY .....	33
3.5 PROOF OF GERMAN LANGUAGE PROFICIENCY.....	34
3.6 GMAT/GRE .....	35
3.7 DISPATCH OF NOTIFICATIONS .....	35
3.8 EXCLUSION FROM THE ADMISSIONS PROCESS .....	35
3.9 ADMISSION BY LOTTERY DRAW .....	36
<b>4. FURTHER INFORMATION .....</b>	<b>37</b>
4.1 SEMESTER FEES.....	37
4.2 TUITION FEES.....	37
4.3 COURSE CATALOG .....	37
4.4 REPRESENTATIVE FOR STUDENTS WITH SPECIAL NEEDS .....	37
4.5 STUDIERENDENWERK (RESPONSIBLE FOR HOUSING, CATERING, COUNSELLING).....	38
4.6 COURSE GUIDANCE.....	38
<b>5. IMPORTANT DATES:.....</b>	<b>38</b>

## 1. GENERAL INFORMATION ON THE ADMISSIONS PROCESS

### 1.1 ADMISSION REQUIREMENTS

The University of Mannheim operates its own selection processes for graduate programs. In principle, master's programs are consecutive, which means they require a corresponding bachelor's degree as defined by the Statutes of Selection. The bachelor's degree program could be passed either at a university in Germany or at a university abroad as well as at a "Berufsakademie" (public university of cooperative education) or a university of applied sciences.

### 1.2 SELECTIVE ADMISSION

All master's programs at the University of Mannheim are selective, except the following master's programs: Master in Comparative Business Law, Master in Culture and Economy: History, Master in Culture and Economy: French Studies, Master in Culture and Economy: Hispanic Studies, Master in Culture and Economy: Italian Studies, Master in Culture and Economy: Philosophy, Master of Education in Teacher Education and some further subjects of the master's program in Teacher Education. However, the online application is obligatory for all programs.

### 1.3 APPLICATION FORM FOR ADMISSION

In the application process for the master's programs, you are allowed to submit up to three applications. All applications are treated equally. Please take note of the different admission requirements and selection criteria of the master's programs.

### 1.4 MASTER'S PROGRAMS AND DEADLINES FOR APPLICATION

In the following, you will get a first overview of the master's programs offered. In case you are or were enrolled in a similar master's program, please apply for an advanced semester.

The deadlines for the fall semester 2021 are listed in the table below. Please note: These are definitive deadlines, which means the online application together with all uploaded documents must be completed within the deadline.

English Programs	Application deadlines for the fall semester 2021	Application deadlines for the spring semester 2022 <b>Changes are possible!</b>
Economics (Volkswirtschaftslehre)	20.04. – 31.05.	Application only for the fall semester!
Political Science		
Sociology		
Business Informatics	20.04. – 31.05.	01.10. – 15.11.
Mannheim Master in Data Science		
Mannheim Master in Management		
Master of Comparative Business Law		

German Programs	Application deadlines for the fall semester 2021	Application deadlines for the spring semester 2022 <b>Changes are possible!</b>
Intercultural German Studies	20.04. – 31.05.	Application only for the fall semester!
Culture and Economy: - English and American Studies - German Studies - History - French Studies - Hispanic Studies - Italian Studies - Media and Communication Studies - Philosophy	20.04. – 31.05.	01.10. – 15.11.
History		
Mathematics in Business and Economics		
Master of Education in Teacher Education		
Mathematics	20.04. – 31.05.	01.10. –15.11.
Economic and Business Education		
Language and Communication		
Literature, Media and Culture in the Modern Era		
Mannheim Master in Management		
Master of Competition Law and Regulation		
Master of Laws		
Media and Communication Studies: Digital Communication	20.04. – 31.05.	Application only for the fall semester!
Psychology: Cognitive and Clinical Psychology		
Psychology: Work, Economy and Society		
Further subject of the master's program in Teacher Education		

Academic Programs of the Mannheim Business School (with tuition fees)	
Mannheim Master of Accounting & Taxation	Application to be directed to the Mannheim Business School More information on the programs can be found here: <a href="http://www.mannheim-business-school.com">http://www.mannheim-business-school.com</a> E-mail: <a href="mailto:info@mannheim-business-school.com">info@mannheim-business-school.com</a>
Mannheim MBA	
Mannheim & Tongji Executive MBA	
ESSEC & Mannheim Executive MBA	

## 1.5 CONTACTS

The Admissions Office is the central office for all applicants (German as well as foreign applicants).

Therefore, you need to apply **to the Admissions Office if you**

- are a **foreign** applicant **without a German university entrance qualification or a bachelor's degree acquired in Germany**
- are a **German citizen**
- **have got a German university entrance qualification**
- **have got a bachelor's degree acquired in Germany** (even if you do not get your degree until the beginning of the fall semester)

If you have any questions, please contact us via e-mail to [application@uni-mannheim.de](mailto:application@uni-mannheim.de)

The International Office also provides a variety of information for international degree-seeking students on its website. Please visit the website <http://www.uni-mannheim.de/aaa>. Some information that you need may not be included in this brochure.

Many questions are very subject-specific. In this case, please contact the **departmental advisory service**:

<ul style="list-style-type: none"> <li>▪ History</li> <li>▪ Culture and Economy</li> <li>▪ Media and Communication Studies: Digital Communication</li> <li>▪ Language and Communication</li> <li>▪ Literature, Media and Culture in the Modern Era</li> </ul>	<p>Sebastian Hempen Phone.: 0621/181-2160</p>	<p>master@phil.uni-mannheim.de <a href="http://master.phil.uni-mannheim.de/">http://master.phil.uni-mannheim.de/</a></p>
<ul style="list-style-type: none"> <li>▪ Economics</li> </ul>	<p>Sebastian Herdtweck Phone: 0621/181-1763</p>	<p>econgrad@uni-mannheim.de <a href="http://master.vwl.uni-mannheim.de">http://master.vwl.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Intercultural German Studies</li> </ul>	<p>Dr. Sandra Beck Phone: 0621/181-2323</p>	<p>icgs@uni-mannheim.de <a href="http://master.phil.uni-mannheim.de/">http://master.phil.uni-mannheim.de/</a></p>
<ul style="list-style-type: none"> <li>▪ Master in Management</li> </ul>	<p>Lea Oberländer Phone: 0621/181-1456</p>	<p>masterinfo@bwl.uni-mannheim.de <a href="http://www.mmm.uni-mannheim.de">www.mmm.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Master of Comparative Business Law</li> </ul>	<p>Berina Fischinger-Corbo Phone: 0621/181-1321</p>	<p>mcbl@uni-mannheim.de <a href="http://www.jura.uni-mannheim.de/studium/master-of-comparative-business-law">www.jura.uni-mannheim.de/studium/master-of-comparative-business-law</a></p>
<ul style="list-style-type: none"> <li>▪ Master of Education in Teacher Education</li> <li>▪ Further subject of the master's program in Teacher Education</li> </ul>	<p>Sarah Kern Phone: 0621/181-2171</p>	<p>lehramt@uni-mannheim.de <a href="http://www.uni-mannheim.de/lehramt-gymnasium">www.uni-mannheim.de/lehramt-gymnasium</a></p>
<ul style="list-style-type: none"> <li>▪ Master of Laws</li> <li>▪ Master of Competition Law and Regulation</li> </ul>	<p>Lidija Gerlein Phone: 0621/181-2329</p>	<p>fachstudienberatung@jura.uni-mannheim.de <a href="http://www.jura.uni-mannheim.de">http://www.jura.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Political Science</li> </ul>	<p>Dr. Gledis Londo Phone: 0621/181-1826</p>	<p>pol@sowi.uni-mannheim.de <a href="http://www.sowi.uni-mannheim.de">http://www.sowi.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Sociology</li> </ul>	<p>Stefanie Thye Phone: 0621/181-2188</p>	<p>soc@sowi.uni-mannheim.de <a href="http://www.sowi.uni-mannheim.de">http://www.sowi.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Psychology</li> </ul>	<p>Janina Heker Phone: 0621/181-1981</p>	<p>psy@sowi.uni-mannheim.de <a href="http://www.sowi.uni-mannheim.de">http://www.sowi.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Business Informatics</li> <li>▪ Mannheim Master in Data Science</li> </ul>	<p>Lisa Wessa Phone: 0621/181-2441</p>	<p>studiengangsmanagement@wim.uni-mannheim.de <a href="http://www.wim.uni-mannheim.de">http://www.wim.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Mathematics in Business and Economics</li> <li>▪ Mathematics</li> </ul>	<p>Sanja Juric Phone: 0621/181-2640</p>	<p>juric@wim.uni-mannheim.de <a href="http://www.wim.uni-mannheim.de">http://www.wim.uni-mannheim.de</a></p>
<ul style="list-style-type: none"> <li>▪ Economic and Business Education</li> </ul>	<p>Christian Mayer Phone: 0621/181-2616</p>	<p>studieninfo.wipaed@uni-mannheim.de <a href="http://wipaed.uni-mannheim.de/en/home/">http://wipaed.uni-mannheim.de/en/home/</a></p>

## ADMISSION REQUIREMENTS & SELECTION CRITERIA FOR EACH MASTER'S PROGRAM

### 2.1 GENERAL INFORMATION ON ADMISSION REQUIREMENTS AND SELECTION CRITERIA

Admission requirements of each master's program can be found in the Selection Statutes, which can be downloaded on the following website:

[http://bewerbung.uni-mannheim.de/english/study\\_programmes\\_selection\\_criteria/index.html](http://bewerbung.uni-mannheim.de/english/study_programmes_selection_criteria/index.html)

For all of the master's programs you need to apply **in due time and form**.

For a detailed list of all required documents, please read [point 3.1](#).

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#### 2.1.1 INFORMATION FOR APPLICANTS FROM CERTAIN COUNTRIES

**Albania:** Applicants having passed their degree at a private university/higher education institution in Albania require a **degree certificate and diploma supplement (Suplementi i Diplomës)** in Albanian language as well as in English/German language. Please also provide a document proving that you have written a thesis during your bachelor's program.

**China and Vietnam:** Applicants who have completed their degree at universities in those countries additionally require the original **Certificate of the Academic Test Centre (APS-Zertifikat)**. Contacts: German Embassy in Beijing ([www.aps.org.cn](http://www.aps.org.cn)) or the German Embassy in Hanoi ([www.hanoi.diplo.de](http://www.hanoi.diplo.de)).

**GUS States as well as Georgia:** Applicants having passed their degree in one of those countries additionally require a **proof of the accreditation** of the degree program, if it was passed at a private university/higher education institution.

**Pakistan:** Applicants who studied at a university in Pakistan need to have their official transcript of records as well as degree certificate attested by the **Higher Education Commission Pakistan (HEC Pakistan)**. If the HEC Stamp is on the backside of your transcript, then please also upload this page for the application at the University of Mannheim.

### 2.2 BACHELOR'S DEGREE NOT YET COMPLETED

If you have not yet completed your bachelor's degree within the application period, you may still apply for a master's program. However, you need to have successfully completed a certain amount of ECTS credits as stated in the selection statutes. To prove the number of ECTS, please upload a current Transcript of Records (official transcripts only, no screenshots from online portals).

Please note: If the bachelor's degree has not been completed by the end of the application period, admission to a master's program is preliminary, as you have to submit your bachelor's degree certificate to the University of Mannheim before the first registration for an exam. If you do not provide this document in due time, your admission to the master's program will be rescinded.



## 2.3 INFORMATION ON THE ENGLISH MASTER'S PROGRAMS

In the following, you will get an overview of the admission requirements and the selection criteria, which may improve your chances in getting a place of study.

### 2.3.1 MASTER OF ARTS – POLITICAL SCIENCE

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A bachelor's degree in Political Science or an equivalent degree recognized by the Selection Board, which was completed with a grade of at least "good" (German grade equivalent 2.5) or better at a university in Germany or abroad (also "Berufsakademie"). Standard period of study: at least 3 years</li> <li>• Proof of English language proficiency</li> <li>• Proof of good performances in the field of Methods of Empirical Research and Statistics (with a grade of at least "good" (2.5) or better)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• A letter of motivation in English (max. 500 words)</li> <li>• A text sample in English or German (max. 5,000 words)</li> </ul>
<b>Proof of English language proficiency</b>	<p>a) All-English university entrance qualification (all subjects in English)</p> <p>b) Completion of a first degree in English (at least 90 ECTS)</p> <p>c) If a or b does not apply, students must present one of the following test results as proof of language proficiency:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language: <ul style="list-style-type: none"> <li>○ Internet-Based Test (TOEFL iBT) with a score of at least 90 points</li> </ul> </li> <li>• Certificate of Proficiency in English (CPE) to at least level C or better</li> <li>• Certificate in Advanced English (CAE) to at least level C or better.</li> <li>• International English Language Testing System - Academic Test (IELTS) to at least score 6.5</li> <li>• European Language Certificate (telc) – English University with at least level C1</li> </ul> <p>Please note: Test results will not be accepted, if they are older than 2 years. The admissions committee may decide on exceptions.</p>

### 2.3.2 MASTER OF ARTS – SOCIOLOGY

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A bachelor’s degree in Social Sciences or an equivalent degree recognized by the Selection Board, which was completed with a grade of at least "good" (German Grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”). Standard period of study: at least 3 years</li> <li>• Proof of English language proficiency</li> <li>• Proof of good performances in the field of Methods of Empirical Research and Statistics (with a grade of at least "good" (2.5) or better).</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far</li> <li>• A letter of motivation in English (max. 500 words)</li> <li>• A text sample in German or English (max. 5,000 words)</li> </ul>
<b>Proof of English language proficiency</b>	<ol style="list-style-type: none"> <li>a) Proof of constant participation in English classes during the last two years in secondary-school with a minimum of grades (at least 11 points German grading system) recorded on the record of the university entrance qualification acquired within the EU (the record may not be older than 5 years)</li> <li>b) All-English university entrance qualification (all subjects in English)</li> <li>c) Completion of a first degree in English</li> <li>d) If a, b or c does not apply, students must present one of the following test results as proof of language proficiency: <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language: <ul style="list-style-type: none"> <li>○ Internet-Based Test (TOEFL iBT) with a score of at least 90 points</li> </ul> </li> <li>• Certificate of Proficiency in English (CPE) to at least level C</li> <li>• Certificate in Advanced English (CAE) to at least level C</li> <li>• International English Language Testing System - Academic Test (IELTS) to at least score 6.5</li> <li>• European Language Certificate (telc) – English University with at least level C1</li> </ul> </li> </ol> <p>Please note: Test results will not be accepted, if they are older than 2 years. The admissions committee may decide on exceptions.</p>

### 2.3.3 MASTER OF SCIENCE – BUSINESS INFORMATICS

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Business Informatics or a recognized equivalent degree in Business Studies or Computer Science at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The degree course can only be recognized as equivalent if it comprises 30 ECTS in the field of Informatics (including 8 ECTS in programming), 30 ECTS in the field of Economic Sciences or Business Informatics as well as 18 ECTS in the field of Mathematics or Statistics</li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Commercial, computer science or comparable relevant professional activities (vocational training, work experience or internships), special achievement or qualifications, which are particularly indicative of aptitude for the selected postgraduate degree.</li> <li>• Semester abroad</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• completed first degree in English (at least 50% of the degree needs to be taught in English).</li> <li>• university entrance qualification at a school with English as language of instruction.</li> </ul> <p>If this is not the case, students must present one of the following test results as proof of language proficiency:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language:             <ul style="list-style-type: none"> <li>- Internet-Based Test (TOEFL iBT) with a score of at least 72 points</li> </ul> </li> <li>• First Certificate in English (FCE) with at least the grade C</li> <li>• Certificate in Advanced English (CAE)</li> <li>• Certificate of Proficiency in English (CPE)</li> <li>• International English Language Testing System - Academic Test (IELTS) to at least score 6.0.</li> <li>• Graduate Management Admission Test (GMAT) with a score of at least 500 points</li> <li>• Graduate Record Examination (GRE) with a result corresponding to 500 points in the GMAT (see point 3.6)</li> <li>• Language test offered by the Universität Mannheim Service und Marketing GmbH with at least level B2 in the fields Listening Comprehension, Written Language, Spoken Language and Reading Comprehension.</li> <li>• Proof of constant participation in English classes in secondary-school with a minimum of grades (equivalent to 7 points in Germany) recorded on the record of the university entrance qualification acquired within the EU</li> </ul> <p>Please note: The result of the language test will not be accepted, if it is older than 5 years.</p> <p>The admissions committee may decide on exceptions.</p>

### 2.3.4 MANNHEIM MASTER IN DATA SCIENCE

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Informatics or Mathematics or a recognized equivalent degree with a grade of at least "good" (German Grade equivalent 2.5) or better at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The degree is considered equivalent if it comprises 48 ECTS* in the field of Informatics, Mathematics, Statistics or Empirical Research Methods.</li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Semester abroad</li> <li>• Relevant professional activities</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• completed first degree in English (at least 50% of the degree needs to be taught in English).</li> <li>• university entrance qualification at a school with English as language of instruction.</li> </ul> <p>If this is not the case, students must present one of the following test results as proof of language proficiency:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language:             <ul style="list-style-type: none"> <li>- Internet-Based Test (TOEFL iBT) with a score of at least 72 points</li> </ul> </li> <li>• Certificate of Proficiency in English (CPE)</li> <li>• First Certificate in English (FCE) (at least grade C)</li> <li>• Certificate in Advanced English (CAE)</li> <li>• International English Language Testing System - Academic Test (IELTS) with a score of at least 6.0.</li> <li>• General Management Admission Test (GMAT) with a score of at least 500 points</li> <li>• Graduate Record Examination (GRE), with a result corresponding to 500 points in the GMAT (see point 3.6)</li> <li>• Proof of constant participation in English classes in secondary-school with a minimum of grades (equivalent to 7 points in Germany) recorded on the record of the university entrance qualification acquired within the EU</li> <li>• Language test offered by the Universität Mannheim Service und Marketing GmbH with at least level B2 in the fields Listening Comprehension, Written Language, Spoken Language and Reading Comprehension.</li> </ul> <p>Please note: The result of the language test will not be accepted, if it is older than 5 years.</p> <p>The admissions committee may decide on exceptions.</p>

\*ECTS, which have been obtained within an empirical bachelor thesis, may be considered.

### 2.3.5 MASTER OF SCIENCE – ECONOMICS

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• completed bachelor’s degree (standard period of study: at least 3 years) in Economics or an equivalent degree recognized by the admissions committee</li> <li>• final grade (grade point average) of at least 2.5 (German grading system)</li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far</li> <li>• Letter of motivation in German or English (up to 2 pages) <ul style="list-style-type: none"> <li>• Motivation for the master’s program</li> <li>• Planned research focus during the master’s program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor’s degree</li> </ul> </li> <li>• An academic essay written by the applicant in German or English (max. 25 pages)</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• A university entrance qualification acquired after at least 2 years at a school with English as language of instruction.</li> <li>• A university program with English as language of instruction (at least 25% of the courses were taught in English).</li> </ul> <p>If this is not the case, applicants must present one of the following test results:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language: <ul style="list-style-type: none"> <li>○ Internet-Based Test (TOEFL iBT) with a score of at least 72 points.</li> </ul> </li> <li>• International English Language Testing System – Academic Test (IELTS) to at least score 6.0</li> <li>• First Certificate in English (FCE) at least grade C</li> <li>• Certificate of Advanced English (CAE)</li> <li>• Certificate of Proficiency in English (CPE)</li> <li>• Language test offered by the Universität Mannheim Service und Marketing GmbH with at least level B2 in the fields Listening Comprehension, Written Language, Spoken Language and Reading Comprehension.</li> </ul> <p>Please note: Test results will not be accepted, if they are older than 5 years. The admissions committee may decide on exceptions</p>

### 2.3.6 MASTER OF SCIENCE – MANNHEIM MASTER IN MANAGEMENT

<b>Admission Requirements</b>	<ul style="list-style-type: none"><li>• A completed bachelor's degree in Business Administration or an equivalent recognized degree in Business Studies completed at a university in Germany or abroad (also "Berufsakademie"); standard period of study: at least 3 years</li><li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration</li><li>• <b>Proof of German language proficiency (for the German-English track only)<sup>1</sup></b></li><li>• GMAT score of at least 600 credits / as an alternative a GRE score (see point 3.6)</li></ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"><li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li><li>• Result of the GMAT/GRE</li><li>• Commercial or comparable relevant professional activities</li><li>• Semester abroad or special qualification amounting to at least 24 ECTS in the field of data analytics or sustainability</li></ul>

The Selection Statute of the Mannheim Master in Management provides two tracks: a German-English track as well as an all- English track. Applicants for the German-English track need to prove German language skills (see point 3.5). You can only apply for one track. Applications for both tracks are not possible. Furthermore, **it is not possible to change the track within the study program.**

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<sup>1</sup> For more information on proof of German language proficiency, please see 3.5

### 2.3.7 COMPARATIVE BUSINESS LAW (M.C.B.L.)

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A law degree or a recognized equivalent degree if at least 20 ECTS (or equivalent) have been acquired in law subjects. Overall, applicants must have completed at least 240 ECTS or 4 years of study prior to starting the program.</li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in English (max. two pages)</li> <li>• Relevant professional activities (vocational training, professional experience or internships), relevant achievements or qualifications which are particularly indicative of aptitude for the selected post-graduate degree</li> <li>• Extraordinary academic achievements</li> </ul>
<b>Proof of English language proficiency</b>	<p>a) All-English university entrance qualification (all subjects in English; classes lasting a minimum of one year)</p> <p>b) Participation in an English study program for at least one year</p> <p>c) If <i>a)</i> or <i>b)</i> does not apply, students must present one of the following test results as proof of language proficiency:</p> <ul style="list-style-type: none"> <li>- Test of English as a Foreign Language: <ul style="list-style-type: none"> <li>○ Internet-Based Test (TOEFL iBT) with a score of at least 90 points</li> </ul> </li> <li>- IELTS of at least 6.5</li> <li>- Or an equivalent test result</li> </ul> <p>Please note: Test results will not be accepted, if they are older than 2 years.</p>

This master's program lasts one year. The tuition fee amounts to 8,500 Euro.

## 2.4 INFORMATION ON THE GERMAN MASTER'S PROGRAMS

In the following, you will get an overview of the admission requirements and the selection criteria, which may improve your chances in getting a place of study.

**Please note: All of the following Master's programs require proof of German language skills on level C1.**

### 2.4.1 MASTER OF ARTS – HISTORY

<b>Admission Requirements</b>	<ul style="list-style-type: none"><li>• A Bachelor's Degree in History or a subject-related degree which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li><li>• <b>Proof of German language proficiency<sup>1</sup></b></li></ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"><li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree course so far</li><li>• Relevant essay in German of up to 15,000 characters (incl. blanks) about a historical issue</li><li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li><li>• Stays abroad during or after the bachelor's program lasting several months</li><li>• Relevant awards</li><li>• Relevant publications</li></ul>

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<sup>2</sup> Compulsory internships cannot be considered. However, if the internships last longer than required, this time may be considered.



## 2.4.2 MASTER OF ARTS – INTERCULTURAL GERMAN STUDIES

The joint master's program in Intercultural German Studies is offered by two universities – the University of Mannheim as well as the University of Waterloo (Canada). Two semesters are to be spent at the corresponding partner university.

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in German Studies or an equivalent recognized degree in humanities or cultural studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency (level B2)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Selection interview</li> <li>• Letter of motivation in English with a maximum of 500 words containing:             <ul style="list-style-type: none"> <li>• Motivation for the master's program in German Studies</li> <li>• Reasons for selecting the binational master's program offered by the University of Mannheim and the University of Waterloo</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Scientific presentations as well as publications</li> <li>• Relevant awards</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• Level B2</li> <li>• If you are not sure, whether your proof will be considered, please contact the program manager Dr. Beck (icgs@uni-mannheim.de)</li> </ul>

### 2.4.3 MASTER OF ARTS – CULTURE AND ECONOMY: ENGLISH AND AMERICAN STUDIES

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: English and American Studies or an equivalent recognized degree in humanities or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in cultural studies<sup>3</sup> within the core subject English and American Studies</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency (level C1)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in English with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• Level C1</li> <li>• If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)</li> </ul>

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<sup>3</sup> If qualifications in the field of cultural studies are missing, you may still apply for a place of study. In this case, you need to submit a declaration stating that you will acquire the qualifications within the master's program (in addition to the required exams) until the end of the second semester. You need to submit this Declaration of Commitment together with your application documents.

#### 2.4.4 MASTER OF ARTS – CULTURE AND ECONOMY: FRENCH STUDIES

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: French Studies or an equivalent recognized degree in humanities or business studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module in literature and/ or linguistics (or cultural studies)<sup>4</sup> or equivalent qualifications in French studies</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of French language proficiency (level C1)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in French with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> <li>• Volunteer work</li> </ul>
<b>Proof of French language proficiency</b>	<ul style="list-style-type: none"> <li>• Level C1 - If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)</li> </ul>

#### 2.4.5 MASTER OF ARTS – CULTURE AND ECONOMY: GERMAN STUDIES

<b>Admission Requirements</b>	<ul style="list-style-type: none"><li>• A completed bachelor's degree in Culture and Economy: German Studies or an equivalent recognized degree in humanities or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li><li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in cultural studies within the core subject German Studies<sup>4</sup></li><li>• <b>Proof of German language proficiency<sup>1</sup></b></li></ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"><li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li><li>• Letter of motivation in German with a maximum of 500 words containing:<ul style="list-style-type: none"><li>• Motivation for the master's program</li><li>• Reasons for the selection of the master's program</li><li>• Planned research focus during the master's program</li><li>• Professional aims</li><li>• Relevance of the completed bachelor's degree</li></ul></li><li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li><li>• Stays abroad during or after the bachelor's program lasting several months</li><li>• Relevant awards (scientific presentations, publications, scholarships)</li></ul>

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<sup>4</sup> If qualifications in the field of German Studies are missing, you may still apply for a spot. In this case, you need to send in a declaration stating that you will acquire the qualifications within the master's program (in addition to the required exams) until the end of the second semester. You need to send in this Declaration of Commitment together with your application documents.

#### 2.4.6 MASTER OF ARTS – CULTURE AND ECONOMY: HISPANIC STUDIES

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: Hispanic Studies or an equivalent recognized degree in humanities or business studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module in literature and/ or linguistics (or cultural studies)<sup>4</sup> or equivalent qualifications in Hispanistic Studies</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of very good Spanish languages skills (level C1)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in Spanish with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> <li>• Volunteer work</li> </ul>
<b>Proof of Spanish language proficiency</b>	<ul style="list-style-type: none"> <li>• Level C1</li> <li>• If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempten (master@phil.uni-mannheim.de)</li> </ul>

#### 2.4.7 MASTER OF ARTS – CULTURE AND ECONOMY: HISTORY

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: History or an equivalent degree which was completed with a grade of at least „good“ (German grade equivalent 2,5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in History<sup>5</sup></li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Relevant essay in German of up to 15,000 characters (incl. blanks) about a historical issue</li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> </ul>

<sup>5</sup> If qualifications in the field of history of up to 20 ECTS are missing, you may still apply for a spot. In this case, you need to send in a declaration stating that you will acquire the qualifications within the master's program (in addition to the required exams) until the end of the second semester. You need to send in this Declaration of Commitment together with your application documents.

## 2.4.8 MASTER OF ARTS – CULTURE AND ECONOMY: ITALIAN STUDIES

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: Italian Studies or an equivalent recognized degree in humanities or business studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module in literature and/ or linguistics (or cultural studies)<sup>4</sup> or equivalent qualifications in Italian Studies</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of Italian language proficiency (level C1)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in Italian with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> <li>• Volunteer work</li> </ul>
<b>Proof of Italian language proficiency</b>	<ul style="list-style-type: none"> <li>• Level C1 - If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (<a href="mailto:master@phil.uni-mannheim.de">master@phil.uni-mannheim.de</a>)</li> </ul>

#### 2.4.9 MASTER OF ARTS – CULTURE AND ECONOMY: PHILOSOPHY

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: Philosophy or an equivalent recognized degree in humanities and/ or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in the core subject Philosophy<sup>6</sup></li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in German with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• passed exams in the field of Philosophy</li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> </ul>

#### 2.4.10 MASTER OF ARTS – CULTURE AND ECONOMY: MEDIA AND COMMUNICATION STUDIES

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Culture and Economy: Media and Communication Studies or an equivalent recognized degree in humanities and/ or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 40 ECTS in the field of Media and Communication Studies as well as 8 ECTS in the field of research methods</li> <li>• The bachelor's degree has to contain at least 36 ECTS in the field of Business Administration or Economics.</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> </ul>

<sup>6</sup> If qualifications in the field of philosophy are missing, you may still apply for a study place. In this case, you need to send in a declaration stating that you will acquire the qualifications within the Master Program (in addition to the required exams) until the end of the second semester. You need to send in this Declaration of Commitment together with your application documents.

#### 2.4.11 MASTER OF ARTS – LANGUAGE AND COMMUNICATION

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Linguistics or Philology in English, German or Romantic Languages or an equivalent recognized degree in humanities, which was completed with a grade of at least „good“ (German Grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• The grade of the field of study in linguistics weighted by ECTS</li> <li>• Letter of motivation in German with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> <li>• Volunteer work</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• Level B2</li> <li>• If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)</li> </ul>

#### 2.4.12 MASTER OF ARTS – LITERATURE, MEDIA AND CULTURE IN THE MODERN ERA

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Literature or in a Philology (e.g. English / American Studies, German Studies, or Romance Languages) or an equivalent recognized degree completed with a grade of at least „good“ (German Grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The degree course needs to comprise one basic and one advanced module in literature</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency (level B2)</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• The grade of the field of study in literature weighted by ECTS</li> <li>• Letter of motivation in German with a maximum of 500 words containing: <ul style="list-style-type: none"> <li>• Motivation for the master's program</li> <li>• Reasons for the selection of the master's program</li> <li>• Planned research focus during the master's program</li> <li>• Professional aims</li> <li>• Relevance of the completed bachelor's degree</li> </ul> </li> <li>• Relevant professional activities (professional training, work experience)</li> <li>• Stays abroad during or after the bachelor's program lasting several months</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• Level B2 (Test results will not be accepted, if they are older than 2 years)</li> <li>• If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)</li> </ul>



#### 2.4.13 MASTER OF ARTS – MEDIA AND COMMUNICATION STUDIES: DIGITAL COMMUNICATION

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Media and Communication Studies or an equivalent recognized degree in humanities or Social Sciences which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</li> <li>• The bachelor's degree has to contain at least 40 ECTS in the field of Media and Communication Studies as well as 8 ECTS in the field of research methods</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Relevant professional activities (professional training, work experience, internships<sup>2</sup>)</li> <li>• Stays abroad during or after the bachelor's program</li> <li>• Relevant awards (scientific presentations, publications, scholarships)</li> </ul>
<b>Proof of English language proficiency</b>	<ul style="list-style-type: none"> <li>• Level B2 (Test results will not be accepted, if they are older than 2 years)</li> <li>• If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempfen (master@phil.uni-mannheim.de)</li> </ul>

#### 2.4.14 MASTER OF EDUCATION IN TEACHER EDUCATION – ECONOMICS AND BUSINESS ADMINISTRATION, ENGLISH, FRENCH, GERMAN, HISTORY, INFORMATICS, ITALIAN, MATHEMATICS, PHILOSOPHY/ETHICS, POLITICAL SCIENCE, SPANISH

Detailed information on admission's requirements and selection criteria can be found in our German Masterbroschüre.

#### 2.4.15 FURTHER SUBJECT OF THE MASTER'S PROGRAM IN TEACHER EDUCATION – ENGLISH, FRENCH, GERMAN, HISTORY, INFORMATICS, ITALIAN, MATHEMATICS, PHILOSOPHY/ETHICS, POLITICAL SCIENCE, SPANISH

The University of Mannheim operates its own selection process of EACH Master of Education degree program. Please refer to the German 'Masterbroschüre' for more information on admission requirements.

#### 2.4.16 MASTER OF SCIENCE – MATHEMATICS

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in a mathematical study program which was completed at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The bachelor's degree has to contain at least 100 ECTS in the field of Mathematics</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Relevant professional activities (professional training, internships, work experience)</li> <li>• Experiences in an academic context (participation in publications, student assistant, teaching experience)</li> <li>• Semester abroad (during the bachelor's program)</li> </ul>

#### 2.4.17 MASTER OF SCIENCE – MATHEMATICS IN BUSINESS AND ECONOMICS

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Mathematics in Business and Economics or a recognized equivalent degree which was completed with a grade of at least "good" or better (German grade equivalent 2.8) at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The bachelor's degree has to contain at least 80 ECTS in the field of Mathematics as well as 30 ECTS in the field of Business Administration</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Relevant professional activities (professional training, internships, work experience)</li> <li>• Semester abroad (during the bachelor's program)</li> </ul>

#### 2.4.18 MASTER OF SCIENCE – ECONOMIC AND BUSINESS EDUCATION

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Economic and Business Education or a recognized equivalent degree in Business Studies completed at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years.</li> <li>• Proof of specialized knowledge** according to the relevant courses as mentioned in the current examinations regulations of the B.Sc. in Business Education</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> </ul>

\*\* If specialized knowledge of up to 60 ECTS is missing, the applicant may still be admitted. In this case, the applicant needs to send in a Declaration of Commitment stating that he /she will make up the missing qualifications within the first and second semester of the master's program.

#### 2.4.19 MASTER OF SCIENCE – PSYCHOLOGY: COGNITIVE AND CLINICAL PSYCHOLOGY

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• a) completed bachelor's degree in Psychology or b) an equivalent recognized degree with at least 50% in Psychology completed at a university in Germany or abroad (also "Berufsakademie"); standard period of study: at least 3 years</li> <li>• In case of b) the following contents of study have to be proven:             <ul style="list-style-type: none"> <li>➢ Quantitative, mathematical or statistical methods (at least 10 ECTS)</li> <li>➢ Empirical or experimental methods (at least 10 ECTS)</li> <li>➢ Test theory or psychological diagnostics (at least 10 ECTS)</li> <li>➢ General psychology 1, General psychology 2 or Cognitive psychology (at least 10 ECTS)</li> <li>➢ Social psychology (at least 6 ECTS)</li> </ul> </li> <li>• Furthermore, <b>all applicants</b> need to proof the following contents of study:             <ul style="list-style-type: none"> <li>➢ Biological psychology or physiology (at least 6 ECTS)</li> <li>➢ Clinical psychology (at least 8 ECTS)</li> </ul> </li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Result of the admissions test (optional) (The admissions test for the master's programs in Psychology may be passed at the University of Mannheim. By passing the test, applicants may acquire up to 10 points for the selection process. Place and time of the test will be published on the website of the Admissions Office by 15 March of each year.)</li> <li>• Exceptional qualifications relevant to the program, e.g. internships (lasting at least 3 months), professional education, relevant stays abroad, awards, etc.</li> </ul>

#### 2.4.20 MASTER OF SCIENCE – PSYCHOLOGY: WORK, ECONOMY AND SOCIETY

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• a) completed bachelor's degree in Psychology or b) an equivalent recognized degree with at least 50% in Psychology completed at a university in Germany or abroad (also "Berufsakademie"); standard period of study: at least 3 years</li> <li>• In case of b) the following contents of study have to be proven:             <ul style="list-style-type: none"> <li>➢ Quantitative, mathematical or statistical methods (at least 10 ECTS)</li> <li>➢ Empirical or experimental methods (at least 10 ECTS)</li> <li>➢ Test theory or psychological diagnostics (at least 10 ECTS)</li> <li>➢ General psychology 1, General psychology 2 or Cognitive psychology (at least 10 ECTS)</li> <li>➢ Social psychology (at least 6 ECTS)</li> </ul> </li> <li>• Furthermore, <b>all applicants</b> need to proof the following contents of study:             <ul style="list-style-type: none"> <li>➢ Business and Organizational Psychology, Consumer and Advertising Psychology or Educational Psychology (at least 8 ECTS)</li> </ul> </li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Result of the admissions test (optional) The admissions test for the master's programs in Psychology may be passed at the University of Mannheim. By passing the test, applicants may acquire up to 10 points for the selection process. Place and time of the test will be published on the website of the Admissions Office by 1 June of each year.)</li> <li>• Exceptional qualifications relevant to the program, e.g. internships (lasting at least 3 months), professional education, relevant stays abroad, awards, etc.</li> </ul>

#### 2.4.21 MASTER OF LAWS (LL.M)

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed studies at a university in Germany or abroad with standard period of study of at least 3 years, in: <ul style="list-style-type: none"> <li>○ law and business related degree course with at least 100 ECTS credits in Legal Studies and at least 40 ECTS credits in Business Studies</li> <li>○ or a law degree course</li> <li>○ or a business degree course with at least 16 ECTS credits in the field of Legal Studies</li> <li>○ or a degree course recognized by the Selection Committee as equivalent, with at least 16 ECTS credits in Legal Studies.</li> </ul> </li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in German (max. two pages)</li> <li>• Relevant professional activities as well as relevant awards and voluntary activities</li> <li>• Extraordinary academic achievements</li> </ul>
<b>Proof of English language proficiency</b>	<p>a) All-English university entrance qualification (all subjects in English; classes lasting a minimum of one year)</p> <p>b) Completed study program in English (lasting at least one year)</p> <p>c) If <i>a</i> or <i>b</i> does not apply, students must present one of the following test results as proof of language proficiency:</p> <ul style="list-style-type: none"> <li>- Test of English as a Foreign Language: <ul style="list-style-type: none"> <li>○ Internet-Based Test (TOEFL iBT) with a score of at least 90 points</li> </ul> </li> <li>- IELTS of at least 6.5</li> <li>- or an equivalent test result</li> </ul> <p>Please note: Test results will not be accepted, if they are older than 5 years.</p>

#### 2.4.22 MASTER OF COMPETITION LAW AND REGULATION (LL.M)

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• A completed bachelor's degree in Legal Studies or a recognized equivalent degree at a university in Germany or abroad (also Berufsakademie). Equivalence is accepted with a minimum of 30 ECTS in legal courses and an overall view by the Selection Committee. The overall view includes especially to what extent legal studies provided (German) public law, (German) civil law and (German) commercial and corporation law. Standard period of study: at least 3 years.</li> <li>• <b>Proof of German language proficiency<sup>1</sup></b></li> <li>• Proof of English language proficiency</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far</li> <li>• Letter of motivation in German (max. two pages)</li> <li>• Relevant professional activities, as well as relevant awards and voluntary activities</li> <li>• Extraordinary academic achievements</li> </ul>
<b>Proof of English language proficiency</b>	<p>a) All-English university entrance qualification (all subjects in English; classes lasting a minimum of one year)</p> <p>b) Completed study program in English (lasting at least one year)</p> <p>c) If <i>a</i> or <i>b</i> does not apply, students must present one of the following test results as proof of language proficiency:</p> <p>d) Test of English as a Foreign Language: <ul style="list-style-type: none"> <li>a. Internet-Based Test (TOEFL iBT) with a score of at least 90 points</li> </ul> </p> <p>e) IELTS of at least 6.5</p> <p>f) or an equivalent test result</p> <p>Please note: Test results will not be accepted, if they are older than 5 years.</p>

### 3. THE APPLICATION PROCESS OF THE UNIVERSITY OF MANNHEIM

Due to the Coronavirus Pandemic, the University of Mannheim offers an **online application only**.

As part of the online application, you will be asked to upload several documents to prove admission requirements as well as the corresponding selection criteria.

Please note that you will be asked to provide the original documents or notarized documents during the process of enrollment.

In order to apply, please use the online application portal of the University of Mannheim:

<http://www.uni-mannheim.de/application>

On this website, you may also find the information about all programs offered at the University of Mannheim as well as the curriculum of various programs and the respective requirements.

Furthermore, our website offers information on everything regarding application and enrollment. However, if further questions arise, please do not hesitate to contact us to:

[application@uni-mannheim.de](mailto:application@uni-mannheim.de)

#### 3.1 DOCUMENTS TO SUBMIT

The online application is obligatory for each master's program.

After entering all data and uploading the required documents online, you are asked to confirm the declaration in lieu of an oath. With confirming the declaration in lieu of an oath, your application will be transferred to us and can participate in the selection procedure. The data control sheet for admission is only for you to check the correctness of the dates you stated in the online application form.

**PLEASE NOTE: Due to the current situation, we are not able to inform you if documents are missing. Therefore, please pay attention on the required documents.**

The following upload fields are available for all master's programs **within the core data section of the online application**:

<i>Upload 1)</i>	<i>University Entrance Qualification</i>
<i>Upload 2)</i>	<i>Certificate of Enrollment</i>
<i>Upload 3)</i>	<i>Curriculum Vitae / CV</i>
<i>Upload 4)</i>	<i>Transcript of Records and Degree Certificates</i>
<i>Upload 5)</i>	<i>Language certificates and proof of semester spent abroad</i>
<i>Upload 6)</i>	<i>Special Applications</i>

In addition to the mandatory admission requirements, other factors are taken into account in the admissions process for most programs, which can **increase your chances of being allocated a study place**. These selection criteria vary depending on the program you are applying for and the documents need to be uploaded **within the questionnaire for each Master's program**. Examples include the completion of **relevant internships** and **work experience** or **awards**.

If you passed extracurricular activities that could be considered for your application, you need to upload documents, which prove your activities and qualifications. You may use the form “Template Extracurricular Activities” which can be found on the website [www.bewerbung.uni-mannheim.de](http://www.bewerbung.uni-mannheim.de) for download. Of course, you may also send in records or proofs that you already have obtained by e.g. companies. Your documents of proof must contain the following information: the **start and end dates** of the activity, the **type of activity**, preferable containing a **detailed description of your tasks, employer’s details**, and a **stamp or signature from the company**. Please note that we cannot accept certificates in advance and contracts as they do not prove that you have actually started or completed your occupation.

Some master’s programs require additional documents such as **essays** and **motivation letters**. You will have an opportunity to upload these documents in the degree course’s specific questionnaire.

Furthermore, within the questionnaire for each Master’s program, you will be asked to upload the module catalog of your bachelor’s degree or state the website where the module catalog can be found.

Please note: Foreign documents can only be accepted in either German or English. If your documents are in another language **please upload an original document as well as a translation into German or English**. All records and transcripts of records need to be translated by a sworn translator. The module catalog, plan of studies and the examination regulations can be translated by any other person, if your university testifies the correctness by an official stamp and signature.

Please find below an overview, on which documents should be uploaded in detail:

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### 3.1.1. UNIVERSITY ENTRANCE QUALIFICATION (UPLOAD 1)

The University Entrance Qualification is a diploma/ leaving certificate that allows /allowed you to start your bachelor’s degree course at university (e.g. high school diploma, attestat, baccalaureat, bachillerato, general certificate of education, etc.).

Applicants with a University Entrance Qualification acquired abroad require **additionally** a translation of the University Entrance Qualification in either German or English. Educational credentials need to be translated by a sworn translator.

Applicants who needed to pass a university entrance exam are asked to provide this document, too.

Applicants who obtained their university entrance qualification or degree in **China** or **Vietnam**, must also provide the **APS Certificate** issued by the Academic Evaluation Center (Akademische Prüfstelle) in the corresponding country.

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### 3.1.2. CERTIFICATE OF ENROLLMENT (UPLOAD 2)

The enrollment certificate contains your personal data, and indicates your degree program, the number of subject-specific semesters you have completed, and the number of semesters you have been enrolled at a **German** higher education institution.

This document is **only required** if you've already studied at a **German higher education institution** in Germany.

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### 3.1.3. CURRICULUM VITAE / CV (UPLOAD 3)

Please upload a most recent CV in tabular form.

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### 3.1.4. TRANSCRIPT OF RECORDS AND DEGREE CERTIFICATES (UPLOAD 4)

Please upload the following documents:

#### Transcript of records and degree certificate

Please upload the most recent transcript of records and degree certificate (if available) of your bachelor's degree, and if applicable, also of your master's degree. Please note, that only official Transcripts of Records can be considered. Screenshots from online portals cannot be accepted.

#### Translation

Applicants with a degree acquired abroad require **additionally** a translation of the transcript of records, degree certificates and other additional documents in either German or English. Educational credentials need to be translated by a sworn translator.

Please note: If your former university issues the documents in English, a translation is not required in addition.

#### Grading System

Applicants with a university degree from outside of Germany have to upload information about the grading system of their degree. This information can either be included on the transcript or has to be officially confirmed by the respective university. The following information is required:

1. highest possible grade in the grading system,
2. the minimum passing grade for graduation,
3. the current GPA (if available).

#### Additional Documents only necessary for certain countries

**Albania:** Applicants having passed their degree at a private university/higher education institution in Albania require a **degree certificate and diploma supplement (Suplementi i Diplomës)** in Albanian language as well as in English/German language. Please also provide a document proving that you have written a thesis during your bachelor's program.

**China and Vietnam:** Applicants who have completed their degree at universities in those countries additionally require the original **Certificate of the Academic Test Centre (APS-Zertifikat)**. Contacts: German Embassy in Beijing ([www.aps.org.cn](http://www.aps.org.cn)) or the German Embassy in Hanoi ([www.hanoi.diplo.de](http://www.hanoi.diplo.de)).

**GUS States as well as Georgia:** Applicants having passed their degree in one those countries additionally require a **proof of the accreditation** of the degree program, if it was passed at a private university/higher education institution.

**Pakistan:** Applicants who studied at a university in Pakistan need to have their official transcript of records as well as degree certificate attested by the **Higher Education Commission Pakistan (HEC Pakistan)**. If the HEC Stamp is on the backside of your transcript, than please also upload this page for the application at the University of Mannheim.

#### Certificate of non-objection

The Certificate of non-objection is an official document from your current German higher education institution, which **confirms that you are still eligible to take the exams in the degree program**.

This document is only required if you have previously been enrolled at a higher education institution in **Germany** and are applying for a spot in the first or advanced semester of a similar degree program.

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### 3.1.5. LANGUAGE CERTIFICATES AND PROOF OF SEMESTER SPENT ABROAD (UPLOAD 5)

#### Language Certificate

Please upload – if available – proof of good knowledge in the required language with required minimum results depending on the study program, for which you are applying (see statutes of selection).

#### German language certificate

If you are applying for a German taught program, please upload proof that your **proficiency in German** is equivalent to at least **level C1 (Goethe Zertifikat C2)** of the common European Framework of Reference for Languages (CEFR). Information on certificates that can be accepted can be found here – [https://www.unimannheim.de/media/Universitaet/Dokumente/Dokumente\\_Zula/Nachweis\\_Deutschkenntnisse\\_C1\\_en.pdf](https://www.unimannheim.de/media/Universitaet/Dokumente/Dokumente_Zula/Nachweis_Deutschkenntnisse_C1_en.pdf)

#### Semester spent abroad (only if applicable)

Please upload – if available – proof of a semester spent abroad (e.g. transcript of records).

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### 3.1.6. SPECIAL APPLICATIONS (UPLOAD 6)

#### Hardship Exemptions

If you are either bound to the city of Mannheim, or if a further delay in beginning your studies cannot be accepted (e.g. due to health problems, family circumstances or economic reasons) you may apply for a hardship exemption. In this case, please upload a letter as well as official proof, like medical reports or official certificates.

Supporting documents for a hardship case application need to have arrived at the Admissions Office by the end of the application period.

#### Connected to a location in the public's interest

Applicants who are connected to a location in the public's interest are asked to upload corresponding proof. One percent of study places are allocated to students in this situation (e.g. top athletes).



### 3.2 CONFIRMATION ON RECEIPT

As soon as the Admissions Office has received your application, you will receive a confirmation via email. Furthermore, you have a personal account on the application portal. Once you have logged in, you can check the status of your application. In order to do so, please go to “Application Management” and click on “Status” next to the application number.

### 3.3 EXTENDED DEADLINES

In general, delayed documents have to arrive before the deadline of the application period. However, some Selection Statutes offer extended deadlines for some documents. These are:

- Master Political Science, Master Sociology, Master of Comparative Business Law, Master of Intercultural German Studies, Master of Laws, Master in Business Informatics, Mannheim Master in Data Science and Master in Economics, Master of Education in Teacher Education:
  - Proof of English language skills may be submitted until 15 August (for the fall semester).

### 3.4 PROOF OF FOREIGN LANGUAGE PROFICIENCY

For some of the master’s programs, applicants have to prove a minimum of English language skills.

If you intend to pass a language test, you have to upload the result either during the online application or send it later on - within the respective deadline – via email. If you want to pass a TOEFL iBT and want the institution to send the result to the University of Mannheim, please use the Institution Code "0254". Please note: For your application, **only the Test Date Scores can be accepted. The Mybest Scores will not be considered.**

Please bear in mind that it may take several weeks until the result will be sent. If you are not sure whether the result will arrive in due time, please send in the following documents:

- Print of your online TOEFL result: please confirm that the Admissions Office is allowed to check your result online with your signature
- Log in data (user name and password)

Some of the master’s programs offer an extended deadline for language test results. Please check point 3.3 whether the master’s program you wish to apply for offers this possibility.

#### **An online alternative to the language tests:**

Due to the current developments in light of corona virus pandemic, the following tests can also be accepted for your application.

**“At Home Testing”** offered by the ETS for the **TOEFL IBT** and the **GRE General Test**.

**GMAT Online Exam**, which is offered by the GMAC.

Also the **IELTS Indicator** offered by IELTS.

### 3.5 PROOF OF GERMAN LANGUAGE PROFICIENCY

For some of the master's programs, applicants have to prove a minimum of German language skills. Please note: German citizens do not have to provide proof of German language skills.

The following proofs can be accepted:

- a) All-German university entrance qualification
- b) Completed degree in a degree course taught in German

If a. or b. are not the case, applicants need to pass one of the following tests:

- Test DaF, with a result of at least 4 points in each part
- „Deutsche Sprachprüfung zum Hochschulzugang (DSH)“ passed with at least grade 2 (DSH 2)
- German „Sprachdiplom“ of the „Kultusministerkonferenz“ (DSD II)
- passed „Feststellungsprüfung“ at a „Studienkolleg“ of a German University or the University of Applied Sciences Konstanz

Applicants who can prove one of the following qualifications by sending in according certificates do not have to pass one of the above-mentioned tests in addition:

- All-German university entrance qualification acquired in a state or region having German as official language
- Completed degree in a German degree course acquired in a state or a region having German as official language
- “Hochschulreifeprüfung nach der Ordnung der Prüfung zur Erlangung eines Zeugnisses der deutschen Hochschulreife an deutschen Schulen im Ausland, die zum Sekundarabschluss nach den Landesbestimmungen führen“
- telc Deutsch C1 Hochschule
- „Goethe-Zertifikat C2 or higher
- Report of the „Zentrale Oberstufenprüfung“ (ZOP) of the Goethe-Institute passed at a Goethe-Institute in Germany or abroad before January, 1st 2012
- “Kleines Deutsches Sprachdiplom" or "Großes Deutsches Sprachdiplom" awarded by the „Goethe-Institute“ by order of the „L.-Maximilians-University Munich“ passed before January, 1st 2012
- Austrian language certificate (ÖSD) level C1 or higher

Furthermore, selected documents due to bilateral treaties can be accepted. For details, please refer to the German version.

German language courses offered in Mannheim:

- Universität Mannheim Service und Marketing GmbH, Telefon: 0621-181-3303, -3307 or -3308, ([www.daf.uni-mannheim.de](http://www.daf.uni-mannheim.de))
- Mannheimer Abendakademie und Volkshochschule GmbH, Telefon: 0621-1076150 ([www.abendakademie-mannheim.de](http://www.abendakademie-mannheim.de))
- Goethe-Institut Mannheim-Heidelberg, Telefon: 0621-833850, ([www.goethe.de](http://www.goethe.de))

The TestDaF could be passed in Mannheim at the following test centres:

- Universität Mannheim Service und Marketing GmbH, Telefon: 0621-181-3303, -3307 or -3308, ([www.daf.uni-mannheim.de](http://www.daf.uni-mannheim.de))
- Mannheimer Abendakademie und Volkshochschule GmbH, Telefon: 0621-1076150 ([www.abendakademie-mannheim.de](http://www.abendakademie-mannheim.de))
- Goethe-Institut Mannheim-Heidelberg, Telefon: 0621-833850, ([www.goethe.de](http://www.goethe.de))

### 3.6 GMAT/GRE

If you are going to pass a **GMAT** and you wish the institution to send the result to the University of Mannheim, please select the relevant study program (e.g. Mannheim Master in Management) and the name of our university.

**Important:** You need to pass the **GMAT** with a score of at least 600 for the master's program 'Mannheim Master in Management'.

Only the „Official Score Report/ **School Copy**” can be accepted as proof. In general, we will receive the result electronically, if you ask your test provider to send the result to the University of Mannheim. Please bear in mind that even the electronic transmission may take between 7 to 14 days.

We also accept the **Graduate Record Examination (GRE)** as an alternative to the GMAT. The results you achieve in your GRE are converted into a GMAT score using the formula stated in the selection statutes. Your converted GRE score must be at least equivalent to the minimum GMAT score stated in the selection statutes to be included in the admissions process for the Mannheim Master in Management or the Mannheim Master in Business Research program.

A tool, which compares GRE and GMAT scores, is available here:

<https://www.uni-mannheim.de/en/academics/applying/the-a-to-z-of-applying/gre/>

#### **At Home Testing: GMAT / GRE**

Due to the current developments in light of the corona virus pandemic, GMAC has been offering the **GMAT Online exam**.

ETS offers “**At Home Testing**” for the GRE General Test.

These tests will also be accepted for your application at the University of Mannheim.

### 3.7 DISPATCH OF NOTIFICATIONS

Usually, applicants for master's programs receive the decision shortly (4 to 6 weeks) after the close of the deadline.

Therefore, please check your application portal regularly. Further information about the process of enrollment can be found in the admissions documents. If you wish to accept your offered spot, please confirm the Declaration of Acceptance. Afterwards, you will receive an e-mail containing the log in data for myUniMA – an online portal that offers you all necessary information to enrol. Furthermore, it lists information on visa as well as on accommodation.

### 3.8 EXCLUSION FROM THE ADMISSIONS PROCESS

Please note: An application has to be excluded from the admissions process, if you do not respect the deadlines, or if you do not submit all (!) required documents in due time and form (section 5 paragraph 1 Act on the Awarding of University Places of the Land of Baden-Württemberg). In case of trials concerning selective degree courses, the University of Mannheim reserves the right to be represented by a lawyer.

### 3.9 ADMISSION BY LOTTERY DRAW

If there are still university places available, or have become vacant again at the time of completion of the allocation process, these spots will be allocated by lottery draw.

In order to take part in this procedure, you are required to apply separately (detailed information on due time and form are to be found below).

Please note: **Prospect students who have already applied regularly have to apply separately in order to be considered! You do not automatically take part in the allocation by lottery draw!**

Applications for this procedure for master's programs have to be submitted by email until 15<sup>th</sup> August for the fall semester and until 1<sup>st</sup> February for the spring semester (provided that admissions for the spring semester are possible).

- a. **Form:** The application needs to be submitted by email. For each degree program, a separate application is required. Informal style is sufficient.
- b. **Necessary documents:** The following documents need to be submitted:
  - University entrance qualification
  - If you have studied in Germany before: certificates disclosing the following information: amount of semesters
  - Transcript of records
  - Certificates proving that the relevant requirements for admission are fulfilled according to the respective Selection Statute of the master's program.
  - Applicants for an advanced semester need to include a certificate from the examination board concerning the transfer of credits as well as the classification regarding the subject-related semester for the relevant master's program. Without this classification, your application cannot be considered.
- c. **The official letter of admission is sent in written form via email. Please note that only accepted applicants will receive a notification.**

## 4. FURTHER INFORMATION

### 4.1 SEMESTER FEES

If you wish to enroll at the University of Mannheim, you have to pay the semester contribution (about EUR 190.-) for administration costs, Studierendenwerk and the fee for the Student Body Representative Committee.

More information on the semester fee can be found in the enrollment documents.

Please note: For the Master of Comparative Business Law additional costs will arise. For more information, please contact the departmental advisory service (see point: 1.5).

### 4.2 TUITION FEES

**Important notice:** starting from fall semester 2017 the Federal State of Baden-Württemberg has implemented tuition fees.

The tuition fees affect all international students who are about to study in Germany at one of the universities in Baden-Württemberg. The tuition fee amounts to EUR 1,500 per semester.

Students who are EU citizens or citizens of a member state of the European Economic Area (EEA) as well as refugees do not have to pay the tuition fees. Moreover, neither foreign students who hold a German university entrance qualification (e.g. Abitur) nor students with established living conditions in Germany have to pay the tuition fees.

Students from the EU and the EEA member states and German citizens or foreign students with a German university entrance qualification, who already hold a German bachelor's or German master's degree, have to pay tuition fees when gaining their second degree of the same level. This fee amounts to EUR 650.

### 4.3 COURSE CATALOG

The University of Mannheim course catalog is published a few weeks before the start of lectures on our website [www.uni-mannheim.de](http://www.uni-mannheim.de). Annotated course directories (kommentierte Vorlesungsverzeichnisse) are offered by the respective schools and contain detailed information about course contents and prerequisites for obtaining result certificates. They are available on the department websites.

### 4.4 REPRESENTATIVE FOR STUDENTS WITH SPECIAL NEEDS

Students with special needs may contact Ms. Stefanie Knapp, Student Services, phone 0621 181-1180, e-mail: [stefanie.knapp@verwaltung.uni-mannheim.de](mailto:stefanie.knapp@verwaltung.uni-mannheim.de)

Opening hours are by appointment. Location: L1, 1, room 128.

#### 4.5 STUDIERENDENWERK (RESPONSIBLE FOR HOUSING, CATERING, COUNSELLING)

The Studierendenwerk is located in the “Mensa am Schloss”, Bismarckstr. 10, 68161 Mannheim.

Semester contribution:

Before you enroll, you have to pay the semester contribution. It covers the costs of the “Studierendenwerk”, so that e.g. the meals in the cafeteria remain affordable.

Accommodation:

There are more than 3,000 places in student residence halls owned by the „Studierendenwerk“. For information about accommodation, please contact the „Wohnraumverwaltung des Studierendenwerks Mannheim“.

Catering and dining:

In the „Mensa“, you get good value for your money: the subsidised meals are priced from EUR 2.80 and above; vegetarian options are also available.

More Information can be found here:

[www.stw-ma.de](http://www.stw-ma.de)

[www.facebook.com/stw.ma](https://www.facebook.com/stw.ma)

[www.instagram.com/studierendenwerk\\_mannheim](https://www.instagram.com/studierendenwerk_mannheim)

#### 4.6 COURSE GUIDANCE

The **International Office** provides a variety of information for international degree-seeking students on its website. Please visit the website

<https://www.uni-mannheim.de/en/academics/coming-to-mannheim/international-students/>.

Some information that you need may not be included in this brochure.

If you have got any questions concerning your degree program, please contact the relevant **Student Services Office**

<https://www.uni-mannheim.de/en/academics/during-your-studies/student-services/>

Furthermore, the individual schools usually offer information sessions at the beginning of the semester on how to structure your timetable for example. Moreover, there are faculty members who will help you with any questions that may arise. Contact details are to be found on the departmental websites.

#### 5. IMPORTANT DATES:

**All dates as of 22 March 2021, (changes are possible):**

Semester dates: 1 August 2021 – 31 January 2022

Expected Enrollment for international students: End of August 2021

Lecture period: 6 September 2021 – 10 December 2021