Information on the Application Process for the Fall Semester 2020/2021 for Master’s Programs at the University of Mannheim

With the statutes dated 16 April 2020, the application process for the fall semester 2020/2021 has been adapted to the challenges posed by the current coronavirus epidemic. Therefore, in deviation from the regulations on admission and enrollment (ZulemmaO) of the University of Mannheim and all program-specific regulations on admission and selection statutes, the following provisions will apply for the fall semester 2020/2021 to all consecutive and non-consecutive master's programs:

Section 1 – Changes to Formal Requirements

1. For the fall semester 2020/2021, the application for admission form must be submitted electronically in the form required by the University of Mannheim. A personal signature is not required. All additional documents relating to admission requirements and selection criteria must be submitted during the application process as electronic copies in a file format approved by the university exclusively. No documents shall be submitted in print format unless the university expressly requests hard copies. If it is not possible to submit the application electronically due to hardship, an alternative way of transmission may be permitted upon request.

2. This form shall also apply to applications for the selection according to hardship criteria and for the selection of applicants who are locally bound in the public interest (top-level athletes) as well as for non-selective programs.

3. Admission may be denied if the documents do not meet the requirements of the University of Mannheim; this includes the form of the documents. The University of Mannheim may request that the original or a notarized copy of the documents listed in subsection 1 be presented upon enrollment.

4. The scope of the documents to be submitted remains unchanged.

Section 2 – Postponement of the Application Deadline

The application deadline for the master’s programs in Intercultural German Studies, Political Science, Sociology, and Economics has been postponed for the fall semester 2020/2021: Applications for participation in the selection process and admission to the fall semester 2020/2021 must be submitted by 31 May 2020 (definitive deadline).

Section 3 – Proof of Required Knowledge in Case of an Unfinished Bachelor’s Degree

If the bachelor’s degree has not been completed by the end of the definitive deadline due to the fact that individual examinations have not been completed and it can be expected that the degree will be completed in due time before the beginning of the master’s program, admission to the fall semester 2020/2021 may be requested for the following programs of study provided that the applicant is able to prove, in due time and form, completion of a minimum number of ECTS credits:

<table>
<thead>
<tr>
<th>Program</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mannheim Master in Management (Master of Science)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Economic and Business Education (Master of Science)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Master of Laws (LL.M.)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Competition Law and Regulation (LL.M.)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Program</td>
<td>Credits</td>
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</tr>
<tr>
<td>History (Master of Arts)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Intercultural German Studies (Master of Arts)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Culture and Economy (all fields of study) (Master of Arts)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Literature, Media and Culture of Modern Era (Master of Arts)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Media and Communication Studies: Digital Communication (Master of Arts)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Language and Communication (Master of Arts)</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Teacher Education (all fields of study) (Master of Education (M.Ed.))</td>
<td>120 ECTS credits</td>
</tr>
<tr>
<td>Political Science (Master of Arts)</td>
<td>100 ECTS credits</td>
</tr>
<tr>
<td>Psychology (Work, Economy and Society) (Master of Science)</td>
<td>100 ECTS credits</td>
</tr>
<tr>
<td>Psychology (Cognitive and Clinical Psychology) (Master of Science)</td>
<td>100 ECTS credits</td>
</tr>
<tr>
<td>Sociology (Master of Arts)</td>
<td>100 ECTS credits</td>
</tr>
</tbody>
</table>

In this case, admission is conditional and subject to the submission of proof of completion of the first degree by the deadline specified in the official letter of admission at the latest. If proof is not provided in due time, admission to the master’s program will be rescinded.

Section 4 – Extension of the Deadline for Submitting Proofs and Certificates

1. In the following programs of study, in case of an application for the fall semester 2020/2021, the required proof of sufficient English language proficiency may be submitted **by the date specified in the official letter of admission or by the first registration for an exam at the latest**. The required minimum level of English language proficiency remains unchanged. This regulation applies to the following programs:
   - Master of Comparative Business Law
   - Master of Laws (LL.M.)
   - Political Science (Master of Arts)
   - Sociology (Master of Arts)
   - Mannheim Master in Data Science
   - Economics (Master of Science)
   - Competition Law and Regulation (LL.M.)
   - Business Informatics (Master of Science)

Admission to the respective program is subject to the submission of the required proof in due time. If proof is not provided in due time, admission to the master’s program will be rescinded.

In deviation from section 3, subsection 4, sentences 2 and 3 of the Selection Statutes of the University of Mannheim, there is no possibility of extending the deadline for the submission of proofs and certificates for the “Master of Comparative Business Law - M.C.B.L.” program.

2. In the “Mannheim Master in Management” program, the required proof of a minimum number of points obtained in the **Graduate Management Admission Test (GMAT)** may be **submitted by the date specified in the official letter of admission or by the first registration for an exam at the latest**; the minimum score to be proven remains unchanged. This applies accordingly, if this proof is alternatively to be provided by the successful completion of the **Graduate Record Examination (GRE)** instead.
Please note: Only those results that have been submitted in due time and form by the application deadline will be taken into account in the selection process.

Admission to the respective program is subject to the submission of the required proof in due time. If proof is not provided in due time, admission to the master’s program will be rescinded.

Section 5 - Other Temporary Changes

In the application process for the fall semester 2020/2021, there is no voluntary admission test for the Master of Science in Psychology ("Work, Economy and Society") and Master of Science Psychology ("Cognitive and Clinical Psychology") programs; therefore, no additional points will be awarded for this criterion; the maximum number of points achievable in the selection process is thus limited to 32 points.

Please note:

The adjustments deviating from the regular statutes shall apply only once to the fall semester 2020/2021 due to the challenges posed by the coronavirus epidemic. The aforementioned adjustments are NOT included in the following version.
Selection Statutes for the Master's Program
“Master of Comparative Business Law – M.C.B.L.”

as at 3 March 2011
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 04/2011 of 9 March 2011, p. 23)

correction as at 3 March 2011
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 05/2011 of 11 March 2014)

1st amendment as at 8 March 2012
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 03/2012 of 13 March 2012, p. 55)

2nd amendment as at 7 March 2013
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 06/2013 of 12 March 2013, p. 13)

3rd amendment as at 9 December 2013
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 33/2013 of 18 December 2013, p. 8)

4th amendment as at 5 March 2015
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 05/2015 of 9 March 2015, pp. 8 et seq.)

5th amendment as at 10 March 2016
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2016 of 14 March 2016, p. 7)

6th amendment as at 12 December 2017
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 33/2017 of 20 December 2017, p. 38)

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

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

Section 1 - Scope

(1) The University of Mannheim selects all students for the postgraduate program Master of Comparative Business Law - M.C.B.L. with the tracks of study "Mannheim/Adelaide" and "Mannheim" individually according to these regulations.
(2) 1Sections 2 to 4 of these Selection Statutes apply to all applications regardless of whether or not there is a limited number of study places or a selection procedure, respectively. 2If, in derogation from section 3 subsection 4 sentence 2 and section 4 subsections 2, 4 and 5 of these regulations, no selection procedure takes place, the examination committee of this program shall decide on the extension of the application deadline, the exceptions and the requirements to be fulfilled as well as the equivalency or comparability of the first degrees. 3Apart from that, the selection procedure for the aforementioned cases is subject to the Regulations on Admission and Enrollment of the University of Mannheim and other relevant statutes.

(3) If not mentioned explicitly, these regulations apply to both tracks of study.

Section 2 - Deadlines

Applications for the fall semester shall be submitted by 31 May (definitive deadline).

Section 3 - Form of the Application

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

(2) In addition to the electronic application, the following documents shall be sent in print format:
   a) the University Entrance Qualification (HZB) or its equivalent from a foreign school,
   b) proofs that admission requirements listed in section 4 and the selection criteria listed in section 7 are met,
   c) the signed application for admission form,
   d) a CV.

(3) 1The University of Mannheim may request the original or a notarized copy of the documents listed in subsection 2. 2Admission may be denied if the documents do not fulfill the requirements of the university; this includes the form of the documents.

(4) 1The proof of English proficiency according to section 4 subsection 2 e) may be submitted by 15 August of the same year of the application. 2Upon request to Student Services, the admissions committee may extend this deadline to the day of enrollment. 3The request has to be submitted by 14 August and has to include reasons for the extension.

Section 4 - Admission Requirements

(1) 1For the program Master of Comparative Business Law – M.C.B.L., the admission requirements depend on the selected track of study. 2The chosen track of study shall be stated in the application. 3It is not possible to change the track of study during the program; the possibility to apply for the other track of study remains unaffected.

(2) Admission requirements for the track of study "Mannheim/Adelaide" of the postgraduate program Master of Comparative Business Law - M.C.B.L. are
a) the submission of the application in due time and form.

b) proof that a former admission to the same program or a different law program with generally the same content at a higher education institution within the territorial reach of the Basic Law of Germany was not rescinded. The declaration has to be enclosed to the application and needs to be presented during enrollment, if necessary. A program with generally the same content is given if at least 70 percent of the competences to be acquired during a program coincide with the competences to be acquired in the chosen track of the Master of Comparative Business Law - M.C.B.L.

c) one of the following first degrees completed at a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie):
   i. a first degree in law or
   ii. a first degree recognized as equivalent by the admissions committee if the applicant has completed at least 20 ETCS in law subjects. First degrees recognized as equivalent are in particular business studies, political science and social sciences. The admissions committee may waive the requirement of proof of law contents for applicants with a first degree recognized as equivalent if the applicant can prove his or her qualification for the Master of Comparative Business Law - M.C.B.L. by different means.

   The first degree must correspond to at least 240 ECTS or have a standard period of study of at least 8 semesters or 4 years.

   If the first degree has not been completed by the end of the definitive deadline defined in section 2 due to the fact that individual examinations have not been completed and it is anticipated that the first degree will be completed in due time before the beginning of the master's program, admission may be requested if a proof of the completion of at least 190 ECTS credits or of the admission to the first state examination in law is provided. Within the definitive deadline defined in section 2, a proof of the credits earned up to then shall be submitted. In this case, admission is subject to the proven completion of the degree at the beginning of the master's program at the latest. If proof is not provided in due time, admission to the master's program will be rescinded.

d) a letter of motivation written in English of 2 pages maximum.

e) proof of sufficient English proficiency.

The following can serve as proof of sufficient English proficiency for the “Mannheim/Adelaide” track of study:

   i. the successful attendance of a program of study held in English for at least one year;
   ii. a valid certificate of the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) with a result of at least 94 points, in which at least 27 points have to have been obtained in the category “Writing”, 23 points in the category “Speaking” and 20 points in the categories “Reading” and “Listening”, or
   iii. a valid certificate of the International English Language Testing System – Academic Test (IELTS) with a band score of at least 7.0, in which results of at least 7.0 have to have been obtained in the categories “Writing” and “Speaking” and results of at least 6.5 have to have been obtained in the categories “Reading” and “Listening”.

The following can serve as proof of sufficient English proficiency for the “Mannheim” track of study:

   i. a higher education entrance qualification acquired in an English-speaking country after at least one year of school there;
   ii. the successful attendance of a program of study held in English for at least one year;
iii. a valid certificate of the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) with a score of at least 90 points,
iv. a valid certificate of the International English Language Testing System - Academic Test (IELTS) with a test band score of at least 6.5 or
v. an equivalent result of a test recognized as comparable. The admissions committee shall decide on the comparability of the test individually.

(3) Admission requirements for the program Master of Comparative Business Law - M.C.B.L. with the "Mannheim" track of study are the ones listed in subsection 2 under the condition that the program of study according to subsection 2 c) has been completed abroad.

(4) ¹The admissions committee may decide on waiving particular requirements of subsection 1 c) to e) and, if applicable, determines individual requirements. ²The school council shall determine directives for waiving the requirements listed in sentence 1.

(5) ¹The admissions committee shall decide on the equivalency and comparability of the first degrees according to subsection 2 c). ²For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs as well as cooperation agreements between universities shall be taken into account. ³In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.

(6) The regulations on admission and enrollment of the University of Mannheim remain unaffected by these statutes.

Section 5 - Admissions Committee

(1) ¹The school board of the School of Law and Economics appoints an admissions committee for the preparation of the admission procedure. ²The admissions committee is composed of three members.
³Two members shall be university teachers, the other member shall be an academic staff member of the higher level whose main employer is the university. ⁴The committee members’ term of office is two years. ⁵They may be reappointed.

(2) ¹The admissions committee has a quorum if at least two of the members are present. ²Its decisions are based on a majority of votes. In the event of a tie, the vote of the chair shall decide the matter. ³Meetings of the admissions committee are not open to the public.

(3) At the end of the admission procedure, the admissions committee reports its experiences to the school council of the School of Law and Economics and makes suggestions on the further development of the admissions procedure.

(4) The admissions committee may consult competent personnel for their opinion; however, these persons do not have the right to vote.

(5) The admissions committee may assign its tasks to the chair of the committee for all regular cases.

Section 6 - Selection Procedure

(1) If only a certain number of study places are available for the "Master of Comparative Business Law - M.C.B.L.", admission to the program is selective. If there are more applicants than places, a selection procedure takes place.

PLEASE NOTE:
English translations of Auswahlsatzungen are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President’s Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.
Section 7 - Selection Criteria

(1) The following criteria will be taken into account for the decision of the admissions committee:

a) the final grade or the current average grade in case the applicant has not finished his or her first degree according to section 4 subsection 2 c) or section 4 subsection 3 in connection with section 4 subsection 2 c).

The current average grade shall be calculated by the institution the applicant is currently enrolled at. If the institution does not calculate the average grade, this may be done by the University of Mannheim provided the applicant submits the necessary documents by the deadline according to section 2. In this case, the applicant shall prove with adequate documents that it was not possible for him or her to acquire the calculation of the average grade by the relevant institution through no fault of his or her own.

b) the letter of motivation according to section 4 subsection 2 d).

c) relevant professional activities, stays abroad as well as relevant awards and volunteer work.

d) extraordinary academic achievements exceeding those expected of the first degree and documentation of such achievements.

2On the basis of the aforementioned criteria all applicants are ranked according to a system the admissions committee agreed on prior to the admission.

(3) In cases where several applicants hold equal rank, section 20 subsection 3 of the Act on the Awarding of University Places of the Land of Baden-Württemberg (HVVO) applies.
Section 8 - Commencement

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

Article 2 of the first amendment as of 8 March 2012:
The amendment to the statutes becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim. It shall be applied for the first time during the application process for the fall/winter semester 2012/2013.

Article 2 of the second amendment as of 7 March 2013:
The amendment to the statutes becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim. It shall be applied for the first time during the application process for the fall/winter semester 2013/2014.

Article 3 of the third amendment as at 9 December 2013:
The amendment becomes effective the day after its announcement in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim. It shall be applied for the first time during the application process for the fall semester 2014/2015.

Article 2 of the fourth amendment as at 5 March 2015:
The amendment becomes effective the day after its announcement in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim. During the application process for the fall semester 2015/2016 it shall apply for the first time.

Article 2 of the third amendment as at 10 March 2016:
The amendment becomes effective the day after its announcement in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim. During the application process for the fall semester 2016/2017 it shall apply for the first time.

Section 2 of the sixth amendment of 12 December 2017 stipulates:
The amendment becomes effective the day after its announcement in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim. During the application process for the fall semester 2018/2019 it shall apply for the first time.