

**PLEASE NOTE:**

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**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.

[Geben Sie Text ein]

- (2) <sup>1</sup>Sections 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. <sup>2</sup>If, 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. <sup>3</sup>Apart 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) <sup>1</sup>The application shall be submitted electronically in the form required by the University of Mannheim; additionally, the documents listed in subsection 2 shall be sent. <sup>2</sup>If it is not possible to submit the application electronically due to hardship, the application may be submitted in writing or verbally on record upon request.
- (2) In addition to the electronic application, the following documents shall be sent in print format:
- the University Entrance Qualification (HZB) or its equivalent from a foreign school,
  - proofs that admission requirements listed in section 4 and the selection criteria listed in section 7 are met,
  - the signed application for admission form,
  - a CV.
- (3) <sup>1</sup>The University of Mannheim may request the original or a notarized copy of the documents listed in subsection 2. <sup>2</sup>Admission may be denied if the documents do not fulfill the requirements of the university; this includes the form of the documents.
- (4) <sup>1</sup>The proof of English proficiency according to section 4 subsection 2 e) may be submitted by 15 August of the same year of the application. <sup>2</sup>Upon request to Student Services, the admissions committee may extend this deadline to the day of enrollment. <sup>3</sup>The request has to be submitted by 14 August and has to include reasons for the extension.

## Section 4 - Admission Requirements

- (1) <sup>1</sup>For the program Master of Comparative Business Law – M.C.B.L., the admission requirements depend on the selected track of study. <sup>2</sup>The chosen track of study shall be stated in the application. <sup>3</sup>It 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

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- 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 ECTS 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;

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- 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) <sup>1</sup>The admissions committee may decide on waiving particular requirements of subsection 1 c) to e) and, if applicable, determines individual requirements. <sup>2</sup>The school council shall determine directives for waiving the requirements listed in sentence 1.
- (5) <sup>1</sup>The admissions committee shall decide on the equivalency and comparability of the first degrees according to subsection 2 c). <sup>2</sup>For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs as well as cooperation agreements between universities shall be taken into account. <sup>3</sup>In 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) <sup>1</sup>The school board of the School of Law and Economics appoints an admissions committee for the preparation of the admission procedure. <sup>2</sup>The admissions committee is composed of three members. <sup>3</sup>Two members shall be university teachers, the other member shall be an academic staff member of the higher level whose main employer is the university. <sup>4</sup>The committee members' term of office is two years. <sup>5</sup>They may be reappointed.
- (2) <sup>1</sup>The admissions committee has a quorum if at least two of the members are present. <sup>2</sup>Its decisions are based on a majority of votes. In the event of a tie, the vote of the chair shall decide the matter. <sup>3</sup>Meetings 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.

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- (2) <sup>1</sup>If this is the case, according to section 6 subsection 1(2), the admissions committee shall select the candidates to be admitted from all applicants who fulfill the requirements of section 4 and based on the selection criteria according to section 7. <sup>2</sup>The President shall decide on the candidates to be admitted on the basis of the recommendations of the admissions committee.

### **Section 7 - Selection Criteria**

- (1) <sup>1</sup>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.

<sup>2</sup>On 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.

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## **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/winter 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.

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