Selection Statutes for the Master's Program

“Sociology” (Master of Arts) of the University of Mannheim

as of 3 March 2011
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 04/2011 of 9 March 2011, p. 41)

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. 25)

2nd amendment as of 5 June 2014
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 14/2014 of 11 June 2014, part 1, p. 56)

3rd amendment as at 9 December 2015
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 30/2015 of 18 December 2015, pp. 18 et seqq.)

4th amendment as at 8 November 2017
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 30/2017 of 23 November 2017, p. 6)

5th amendment as at 14 December 2018
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 29/2018 of 19 December 2018, p. 17)

The present version is a non-official version including the aforementioned amendments. Only the version published in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) shall prevail and be 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

The University of Mannheim has its own selection process for the master's program “Sociology” (Master of Arts, M.A.). It is governed by these Statutes.

Section 2 – Deadlines

Applications for the fall semester shall be submitted by 30 April (definitive deadline).
Section 3 – Form of the Application

(1) 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 in print format. 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:
   a) a copy of the University Entrance Qualification (HZB) or its equivalent from a foreign school,
   b) proofs that the 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) The University of Mannheim may request the original or a notarized copy of the documents listed in subsection 2. Admission may be denied if the documents do not meet the requirements of the university; this includes the form of the documents.

(4) Proof of English proficiency according to section 4 subsection 1 d) may be submitted until 15 August.

Section 4 - Admission Requirements

(1) Admission requirements of the master's program Sociology are
   a) submission of the application in due time and form.
   b) proof that a former admission to the same program or to a different program of social sciences with generally the same content was not rescinded. The declaration has to be enclosed to the application and needs to be presented during enrollment, if necessary.
   c) successful completion of a bachelor's program in social sciences or a program of study at a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie) recognized as equivalent by the admissions committee. The bachelor's degree must correspond to at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years. The final grade of the degree shall be at least 2.5. If the program has not been completed yet, the current grade average based on all examination results up to the date of the application shall be relevant for the application.

   If the bachelor's 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 can be expected that the degree will be completed in due time before the beginning of the master's program, admission may be requested provided the applicant is able to prove completion of at least 130 ECTS credits. Within the definitive deadline defined in section 2, proof of the credits earned shall be submitted. In this case, admission is subject to the proven completion of
the bachelor's degree by the first registration for an exam of the master's program. If proof is not provided in due time, admission to the master's program will be rescinded.

d) proof of English proficiency. The following may serve as proof:
   aa) In case of a German university entrance qualification or a university entrance qualification of another EU or EEA country: continuous attendance of English classes throughout the German secondary school education with a minimum average of 11 points; the proof must not be older than five years; or
   bb) an English-language University Entrance Qualification or
   cc) a first degree with English as language of instruction or
   dd) if no proof according to aa) – cc) can be provided, one of the following test results:
      1. Test of English as a Foreign Language (TOEFL) Internet Based Test (iBT) with a score of at least 90 points or TOEFL Paper Based Test with a score of at least 577 points,
      2. Certificate of Proficiency in English (CPE) to Level C or better,
      3. Certificate in Advanced English (CAE) to Level C or better,
      4. The International English Language Testing System (IELTS) examination is accepted with a band score of 6.5 or better (academic modules).
      5. The European Language Certificate (telc) - English University with at least level C1.

Only test results obtained no more than two years prior to the deadline in accordance with section 2 subsection 1 shall be recognized as proof.

e) good performance in the field of Methods of Empirical Social Research and Statistics with a grade of "good" (2.5) or better in the first degree.

(2) The admissions committee decides whether or not a degree or a qualification is considered equivalent or comparable. For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs as well as agreements within the scope of the cooperations between universities shall be taken into account. In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.

(3) The Regulations on Admission and Enrollment of the University of Mannheim (ZulImmaO) remain unaffected by these Statutes.

Section 5 – Admissions Committee

(1) The School of Social Sciences appoints an admissions committee for the preparation of the selection procedure; one member shall be appointed chair of the committee. It is composed of at least two staff members whose main employer is the university. One member shall be a professor. The committee members' term of office is one year. They may be reappointed.

(2) The admissions committee has a quorum if at least two of the members are present. Its decisions are based on a majority of votes. In the event of a tie, the vote of the chair shall decide the matter. Meetings of the committee are not open to the public.
(3) Upon completion of the selection procedure, the admissions committee reports its experiences to the school council of the School of Social Sciences and makes suggestions for the further development of the selection procedure.

(4) The admissions committee may consult up to two additional persons familiar with the program of study of section 1; these persons do not have a vote.

Section 6 – Selection Process

(1) The number of study places in the master's program Sociology is limited. If there are more applicants who meet the admission requirements than places, a selection procedure takes place.

(2) The admissions committee selects potential students based on the application criteria of section 7 and prepares a ranking. The President decides on the candidates to be admitted on the basis of the ranking recommended by the admissions committee.

Section 7 – Selection Criteria

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

   a) For the final grade or the current grade average of students in bachelor’s programs according to section 4 subsection 1 c), a maximum of 10 points may be given. The current grade average 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 definitive deadline according to section 2. In this case, the applicant shall prove with adequate documents that, through no fault of his or her own, it was not possible to acquire the necessary calculation from the relevant institution.

   b) For a letter of motivation in English a maximum of 30 points may be given. The letter of motivation shall have a maximum of 500 words. It shall include the applicant's motivation for choosing the field in general and for choosing this particular master's program at the University of Mannheim, the applicant's expectations of the program and the applicant's plans for his or her professional future. Furthermore, the applicant shall explain the connection between his or her first degree and the chosen master's program.

   c) For a sample of written work in German or English a maximum of 60 points may be given. The sample shall demonstrate the applicant's ability to prepare written work in the field of social sciences; the sample shall comprise a maximum of 5,000 words.

(2) The points given will be added; the points according to the selection criteria of a), b) and c) shall be weighted equally (1:1:1).

Based on their score (maximum 100 points), all applicants are ranked.

PLEASE NOTE:
English translations of Auswahlsatzeungen 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.
(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

(1) These Statutes become effective the day after their announcement in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) of the University of Mannheim. During the application process for the fall semester 2011/2012 they shall apply for the first time.

(2) At the same time, the statutes of 10 March 2009 in the version of 9 March 2010 cease to be effective.

Section 2 of the amendment of 8 March 2012 stipulates:
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. During the application process for the fall semester 2012/2013 it shall apply for the first time.

Section 2 of the amendment of 5 June 2014 stipulates:
These regulations will come into effect on the day after their publication in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2015/16 it shall apply for the first time.

Section 3 of the amendment of 9 December 2015 stipulates:
These regulations will come into effect on the day after their publication in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2016/17 it shall apply for the first time.

Section 2 of the amendment of 23 November 2017 stipulates:
These regulations will come into effect on the day after their publication in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2018/19 it shall apply for the first time.

Section 2 of the amendment of 14 December 2018 stipulates:
These regulations will come into effect on the day after their publication in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2019/2020 it shall apply for the first time.

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