

**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.**

**Selection Statutes for the Master's Program Economics (Master of Science) of the University of Mannheim**

**as at 14 April 2009**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 11 of 22 April 2009, p. 13)

**1st amendment as of 9 February 2010**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 3 of 10 February 2010, p. 7)

**2nd amendment as at 3 March 2011**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 04/2011 of 9 March 2011, p. 33)

**amendment as at 7 March 2013**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 26/2011 of 20 December 2011, p. 18)

**amendment as at 18 December 2012**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 30/2012 of 20 December 2012, p. 44)

**amendment as at 24 April 2015**

(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 12/2015 of 28 April 2015, p. 7)

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, 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**

These Statutes govern the selection process for admission to the master's program Economics (Master of Science, M.Sc.) at the University of Mannheim.

**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. 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) the signed application for admission form,
- (b) a copy of the University Entrance Qualification (HZB) or its equivalent from a foreign school,
- (c) documents of proof of the requirements listed in section 4 and the selection criteria listed in section 7; in case of a degree from a foreign university the applicant shall provide additional information on the respective grading system of the study program to allow an assessment of the final grade or current grade average according to section 7 subsection 1 b). This information shall include: 1. the highest possible grade in the grading system of the program and 2. the minimum passing grade for degree completion in the grading system of the program. If the university cannot provide the necessary information, the University of Mannheim may evaluate the grading system. 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 information from the relevant institution.

(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 of Mannheim; this includes the form of the documents.

(4) Proof of English proficiency may be submitted until 15 August.

#### **Section 4 - Admission Requirements**

(1) Admission requirements for the master's program Economics 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 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 Economics 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.  
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 is anticipated that the it will be completed in due time before the beginning of the master's program, admission may be requested according to section 20 subsection 5 of the Act on the Awarding of University Places of the Land of Baden-Württemberg (HVVO). 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. If proof is not provided in due time, admission to the master's program will be rescinded.  
The final grade or the current grade average of the bachelor's degree shall be 2.5 or better.
- (d) a letter of motivation in English of about 500 words.
- (e) excellent English proficiency, which may be proven through

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- a University Entrance Qualification obtained after at least two years at a school with English as the language of instruction, or
- a university program with English as language of instruction for at least one year.
- If these requirements are not met, one of the following test results is required:
  - Test of English as a Foreign Language (TOEFL):
    - Internet-based test (iBT) with a minimum score of 79 points,
    - paper-based test (PBT) with a minimum score of 550 points or
    - computer-based test (CBT) with a minimum score of 213 points.
  - International English Language Testing System (IELTS) – Academic Test:
    - overall band score of at least 6.5.
  - GRE General Test or GRE revised General Test:
    - verbal score of at least 320 in the GRE General Test or
    - verbal score of at least 140 in the GRE revised General Test.

The test results shall not be older than two years.

The admissions committee decides on exceptions from the requirements listed in (c) to (e) and, if applicable, determines individual requirements.

(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 remain unaffected by these Statutes.

## **Section 5 - Admissions Committee**

(1) The School of Law and Economics appoints an admissions committee for the preparation of the selection procedure. It consists of at least four faculty members of the School of Law and Economics. From among them, the school council appoints the chairman or woman as well as a deputy chair. The chair shall be a professor. The admissions committee members' term of office is two years. They may be reappointed.

(2) The meetings of the admissions committee are not open to the public.

(3) The admissions committee has a quorum if the chair or the deputy chair and at least two more members are present. Decisions require a simple majority of votes of the present members. In the event of a tie, the vote of the chair shall decide the matter.

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

## **Section 6 - Selection Process**

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

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

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## Section 7 - Selection Criteria

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

(a) an overall evaluation of the applicant's eligibility through the members of the admissions committee:

Every applicant's motivation and eligibility for the master's program is evaluated independently by two full professors, junior professors, senior academic staff members (Privatdozenten) of the Department of Economics, managers of Emmy Noether Research Groups or post-doctoral researchers who participate in a program of the German Research Foundation (DFG), the EU or a similar program and who work at the department. Applicants are given a score from 1 to 5, 1 representing the highest and 5 the lowest possible score. An average of all scores is calculated.

The evaluation is part of the admission and selection process. The provisions of section 4 apply. The evaluation is based on the following documents, which are to be submitted with the application:

- a letter of motivation according to section 4 subsection 1 d).
- a copy of the bachelor's degree certificate including individual grades or, if applicable, a transcript of records of all examinations and coursework available by the date of the application.
- two letters of recommendation that have been drawn up with the respective online form of the Admissions Office. If it is impossible for the applicant to provide letters of recommendation of this kind through no fault of his or her own, the admissions committee decides on alternative criteria to be met. Upon application for admission, the applicant shall indicate and prove that it was not possible for him or her to provide such letters of recommendation. The deadline defined in section 2 shall be taken into account. In case the admissions committee decides on alternative criteria to be met by the applicant, it may set an appropriate deadline.
- optional: an academic essay written by the applicant of up to 10 pages (in English or German).
- optional: other documents that illustrate the academic vita.
- optional: proofs of stays abroad and professional experience that are relevant for the evaluation of the student's eligibility and motivation.
- optional: grades of the University Entrance Qualification.

b) the final grade or, if applicable according to section 4 subsection 1 c), the current grade average of a bachelor's program.

The current grade average shall be calculated by the institution the applicant is currently enrolled at. If the institution does not calculate the grade average, 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, through no fault of his or her own, it was not possible to acquire the necessary calculation from the relevant institution.

(2) Based on the evaluation according to section 7 subsection 1 a), all applicants are ranked. If several applicants hold equal rank, the respective applicants are ranked based on their final grade or current grade average.

(3) If, after the application of subsection 2, the applicants still hold equal rank, section 20 subsection 3 HVVO applies.

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**Section 8 - Commencement**

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.

**Section 9 of the 1st amendment of 9 February 2010 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.

**Section 2 of the amendment of 3 March 2011 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.

**Section 2 of the amendment of 12 December 2011 stipulates:**

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.

**Section 2 of the amendment of 18 December 2012 stipulates:**

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 2013/2014 they shall apply for the first time.

**Section 2 of the amendment of 24 April 2015 stipulates:**

This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

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