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 (ZulassmaO) 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>ECTS credits</td>
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<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>History (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Intercultural German Studies (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Culture and Economy (all fields of study) (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Literature, Media and Culture of Modern Era (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Media and Communication Studies: Digital Communication (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Language and Communication (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Teacher Education (all fields of study) (Master of Education (M.Ed.))</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Political Science (Master of Arts)</td>
<td>100 ECTS</td>
</tr>
<tr>
<td>Psychology (Work, Economy and Society) (Master of Science)</td>
<td>100 ECTS</td>
</tr>
<tr>
<td>Psychology (Cognitive and Clinical Psychology) (Master of Science)</td>
<td>100 ECTS</td>
</tr>
<tr>
<td>Sociology (Master of Arts)</td>
<td>100 ECTS</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**.

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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  
“Business Informatics” (Master of Science) at the University of Mannheim

As at 10 March 2016  
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2016, p. 18)

1. amendment as at 15 December 2016  
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 33/2016, p. 27)

2. amendment as at 15 March 2017  
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2017, p. 57)

3. amendment as at 4 May 2018  
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 12/2018, p. 7)

4. amendment as at 27 February 2019  
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 03/2019, p. 86f)

The present version is a non-official version including the aforementioned amendments. Only the version in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) 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. This also applies to the usage of academic degrees and academic titles.

Section 1 – Scope

(1) The University of Mannheim has its own selection process for the master's program “Business Informatics” (Master of Science, M.Sc.). It is governed by these Statutes.

(2) Sections 2 to 4 of these Statutes apply to all applications regardless of whether there is a limited number of study places or a selection procedure, respectively; an impediment to admission in accordance with section 4 subsection 2(1) is also considered an impediment to enrollment. By way of derogation from section 4 subsection 3, all decisions shall be made by the examination committee responsible for the master's program “Business Informatics” instead of the admissions committee if no selection process takes place.

(3) The regulations on admission and enrollment of the University of Mannheim remain unaffected.

Section 2 – Deadlines

(1) Applications for the fall semester shall be submitted by 31 May and for the spring semester by 15 November (definitive deadlines).

(2) Proof of sufficient English proficiency may be submitted by 15 August in case of an application for the fall semester and by 15 January in case of an application for the spring semester.
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.

In addition to the electronic application in accordance with subsection 1, the following documents shall be sent in print format:

1. University Entrance Qualification (HZB) or its equivalent from a foreign school,
2. proofs that the admission requirements listed in section 4 and the selection criteria listed in section 7 are met,
3. the signed application for admission form,
4. 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.

Section 4 – Admission Requirements

(1) Applicants for the master's program “Business Informatics” (M.Sc.) have to meet the following admission requirements:

1. Applicants are required to have a bachelor's degree in Business Informatics or a degree recognized as equivalent at a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie). A program of study is recognized as equivalent if it includes at least 30 ECTS credits in the field of informatics, at least 30 ECTS credits in the field of business or business informatics and at least 18 ECTS credits in the field of mathematics or statistics. At least 8 ECTS credits of the 30 ECTS credits in the field of informatics shall be completed in the field of programming. The degree program must correspond to at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years.

2. Applicants have to provide proof of excellent English proficiency. The successful completion of a bachelor’s degree with English as a main language of instruction and examination or a University Entrance Qualification (HZB) from a school with English as the language of instruction serve as proof. If an applicant has obtained neither of the above the following test results can serve as proof of English proficiency:

   a) Test of English as a Foreign Language (TOEFL) – TOEFL Internet Based Test (TOEFL iBT) with a score of at least 72 points; TOEFL Paper-Based Test (PBT) with a score of at least 533 points,
   b) Certificate of Proficiency in English (CPE),
   c) First Certificate in English (FCE), minimum grade C,
   d) Certificate in Advanced English (CAE),
e) The International English Language Testing System (IELTS) examination is accepted with a band score of 6.0 or better (academic modules).

f) Graduate Management Admission Test (GMAT) with a minimum score of 500 points.

g) Graduate Record Examination (GRE) with a score equivalent to at least 500 GMAT points. For conversion, the GRE results of the two sections Verbal Reasoning and Quantitative Reasoning are placed in the following formula:

\[
\text{Verbal Reasoning}^\ast 6.38369593312407 + \text{Quantitative Reasoning}^\ast 10.6230921641945 - 2080.74559330863;
\]

the result will be rounded up or down to the nearest increment of ten disregarding the decimal place.

h) Certificate of the language test offered by the "Universität Mannheim Service and Marketing GmbH" with a minimum level of B2 in listening comprehension, written language, spoken language and reading comprehension.

i) Continuous attendance of English classes throughout the German secondary school education with a minimum average of 7 points.

Only test results obtained no more than five years prior to the deadline in accordance with section 2 subsection 1 shall be recognized as proof. Any other type of documents serving as proof of an applicant's English proficiency shall be considered sufficient if they can be recognized as equivalent.

(2) Applicants are eligible for admission to the master's program “Business Informatics” (M.Sc.) if they meet the following additional admission requirements:

1. submission of the application in due time and form. If the bachelor's degree in accordance with subsection 1(1) has not been completed by the end of the definitive deadline defined in section 2 subsection 1, due to the fact that individual examinations have not been completed, but it is anticipated that the program of study according to section 1(1) will be completed in due time before the beginning of the master's program “Business Informatics”, 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 subsection 1, proof of the credits earned shall be submitted. In this case, admission is subject to the proven completion of the bachelor's degree in accordance with subsection 1(1) by the date defined in the official letter of admission or by the first registration for an exam at the latest. If proof is not provided in due time, admission to the master's program will be rescinded.

2. There may not be any impediments to admission; a particular impediment exists if an applicant has lost his or her eligibility to take exams in the same program or a program in the field of informatics, mathematics or business and economics.

(3) The admissions committee decides whether a degree or a qualification is considered equivalent or comparable and thus meets the admission requirements. The School of Business Informatics and Mathematics guarantees a consistent procedure, in particular if more than one admissions committee was formed. 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.
Section 5 – Admissions Committee

(1) The School of Business Informatics and Mathematics appoints at least one admissions committee for the preparation of the selection procedure. An admissions committee is composed of at least three members. The members shall be staff members whose main employer is the university. At least two members shall be university teachers. The committee members' term of office is one year. They may be reappointed.

(2) Upon completion of the selection procedure, the admissions committee reports its experiences to the school council of the School of Business Informatics and Mathematics and makes suggestions on the further development of the selection procedure.

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

Section 6 – Selection Process

(1) If the number of study places in the master's program "Business Informatics" (M.Sc.) is limited and if there are more applicants than places, the University of Mannheim conducts its own selection process in accordance with the regulations of higher-ranking legislation.

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

Section 7 – Selection Criteria

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

1. For the final grade or the current grade average of the bachelor's program according to section 4 subsection 2 (1), a maximum of 50 points may be given. 50 points may be given for the grade 1.0 and 0 points may be given for the grade 4.0. The points for the remaining grades in between are calculated linearly in steps of 0.1 and rounded. If the higher education institution at which the applicant is pursuing his or her bachelor's degree does not provide the current grade average, the average grade is calculated from all module grades or examination grades weighted in ECTS credits the applicant has achieved in the course of his or her bachelor's program up until the selection process. If the applicant does not provide any proof which may serve as a basis to calculate an average grade, he or she is assigned the grade "4.0" for the purpose of the selection process.

2. For commercial, informatics or comparable relevant professional activities (vocational training, work experience or internships), extraordinary achievements or qualifications proving the eligibility of the applicant for the chosen master's program, a maximum of 10 points may be given.

3. For a semester abroad during the program of study 5 points may be given.

(2) In order to guarantee a consistent procedure, the school council of the School of Business Informatics and Mathematics can pass general regulations for the conversion of grades as well as for the consideration of relevant professional activities in commerce, informatics or comparable fields, extraordinary qualifications proving the eligibility of the applicant for the chosen program,
semesters abroad or academic qualifications in accordance with subsection 1(1-3). The admissions committee is bound by these regulations.

(3) In accordance with subsection 1(1-3), the points are added up; the maximum score is 65 points. Based on the score all applicants are ranked in descending order. In cases where several applicants hold equal rank, section 20 subsection 3 HVVO applies.

Section 8 – Commencement

(1) This amendment 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 2016/2017 it shall apply for the first time.

(2) At the same time the Selection Statutes for the Master's Program “Business Informatics” of the University of Mannheim as at 12 February 2009 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 5/2009, pp. 7 et seqq.), last amendment of 8 December 2014 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 30/2014, p. 24) cease to be effective. Ongoing application processes at the time of the commencement of these Selection Statutes shall be governed by the selection statutes which cease to be effective for future students.

Article 2 of the first amendment of 15 December 2016 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 2017/18 they shall apply for the first time.

Article 2 of the second amendment of 15 March 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 2017/18 they shall apply for the first time.

Article 2 of the third amendment of 4 May 2018 stipulates:
This amendment 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 spring semester 2019 they shall apply for the first time.

Article 2 of the fourth amendment of 27 February 2019 stipulates:
This amendment 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 2019/2020 it shall apply for the first time.