In this guide, you will get a first overview of the master’s programs, of responsibilities and application deadlines, which have to be considered if you want to start a master’s program at the University of Mannheim in the fall semester 2020.

Please note: All information is current as at 08 April 2020 and subject to changes. Changes are possible with respect to both application process and Selection Statutes. Therefore, please check our website www.bewerbung.uni-mannheim.de regularly.

You have to apply for all of the master’s programs and almost each of them is selective. In this guide, you can find information on the application process and on application requirements that need to be considered for an application at the University of Mannheim. Please read this guide carefully. Certainly, many of your questions will be answered afterwards.

Due to the Coronavirus Pandemic the University of Mannheim offers an online application only. You will provide us with your documents by uploading them on a platform.

Application is obligatory for all master’s programs.

For further information on the application process, please refer to point 3 in this guide.
Contact details if you need further information:

**At the moment, we can only be contacted by email: application@uni-mannheim.de**

**Admissions Office:**

**Visitor address:**
- L 1, 1, (entrance B), first floor
- Room 158 – Admission for International applicants
- Room 157 – Admission for German applicants

**Postal address:**
- Universität Mannheim
- Zulassungsstelle
- Postfach 103462
- 68131 Mannheim

**Head of Admissions Office:** Ms. Kloppenburg

**Co-Director of Admissions Office:** Mr. Braun

**Contact:**

- **International applicants**
  - Mrs. Laura Sinn +49 621 181 1259
  - Mrs. Christine Nonnenmacher +49 621 181 3517

- **Advisory service for applicants with refugee background, international applicants**
  - Mrs. Sinn +49 621 181 1259

- **German applicants**
  - Mrs. Dörr +49 621 181 1199
  - Mr. Braun +49 621 181 1279

**Internet:**
- http://www.uni-mannheim.de/application

**Phone consultation:**
- until 31st March
- 01st April to 15th July
- Tue 10:00am – 12:00pm
- Mon 12:00pm – 01:00pm
- Wed 01:00pm – 02:00pm

**Fax number:**
- +49 621/181-1229

**Opening hours:**
- Monday 9:00am – 12:00pm
- Wednesday 2:00pm – 5:00pm

Opening hours are subject to change. Changes will be published on our website.

**E-mail addresses for more information...**
- ... concerning application/admission: application@uni-mannheim.de
- ... concerning academic studies: studium@verwaltung.uni-mannheim.de

**Hotline:**
- 0621/181-2222 (Mo-Fr 9:00am – 04:00pm)
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1. GENERAL INFORMATION ON THE ADMISSIONS PROCESS

1.1 ADMISSION REQUIREMENTS

The University of Mannheim operates its own selection processes for graduate programs. In principle, master’s programs are consecutive, which means they require a corresponding bachelor’s degree as defined by the Statutes of Selection. The bachelor’s degree program could be passed either at a university in Germany or at a university abroad as well as at a “Berufsakademie” (public university of cooperative education) or a university of applied sciences.

1.2 SELECTIVE ADMISSION

All master’s programs at the University of Mannheim are selective, except the following master’s programs: Master in Comparative Business Law, Master in Culture and Economy: History, Master in Culture and Economy: French Studies, Master in Culture and Economy: Hispanic Studies, Master in Culture and Economy: Italian Studies, Master in Culture and Economy: Philosophy, Master of Education degree programs. However, the online application is obligatory for all programs.

1.3 NUMBER OF APPLICATIONS

In the application process for the master’s programs, you are allowed to submit up to three applications. All applications are treated equally. Please take note of the different admission requirements and selection criteria of the master’s programs.

1.4 MASTER’S PROGRAMS AND DEADLINES FOR APPLICATION

In the following, you will get a first overview of the master’s programs offered. In case you are or were enrolled in a similar master’s program, please apply for an advanced semester. The planned deadlines for the fall semester 2020 are listed in the table below. Please note: These are definitive deadlines, which means the online application together with all uploaded supporting documents must be completed within the deadline.

<table>
<thead>
<tr>
<th>English Programs</th>
<th>PLANNED application deadlines for the fall semester 2020</th>
<th>Application deadlines for the spring semester 2021 (as of 07 April)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics (Volkswirtschaftslehre)</td>
<td>01.05. – 31.05</td>
<td>Application only for the fall semester!</td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
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<tr>
<td>Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Informatics</td>
<td>01.05. – 31.05</td>
<td>01.10. – 15.11.</td>
</tr>
<tr>
<td>Mannheim Master in Data Science</td>
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<tr>
<td>Mannheim Master in Management</td>
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<tr>
<td>Master of Comparative Business Law</td>
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</tr>
<tr>
<td>German Programs</td>
<td>PLANNED application deadlines for the fall semester 2020</td>
<td>Application deadlines for the spring semester 2021 (as of 07 April)</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Intercultural German Studies</td>
<td>01.05. – 31.05</td>
<td>Application only for the fall semester!</td>
</tr>
<tr>
<td>Culture and Economy:</td>
<td></td>
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</tr>
<tr>
<td>- English and American Studies</td>
<td>01.05. – 31.05</td>
<td>01.10. – 15.11.</td>
</tr>
<tr>
<td>- German Studies</td>
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<tr>
<td>- History</td>
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<tr>
<td>- French Studies</td>
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<tr>
<td>- Hispanic Studies</td>
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<tr>
<td>- Italian Studies</td>
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<tr>
<td>- Media and Communication Studies</td>
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<td>- Philosophy</td>
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<tr>
<td>History</td>
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<tr>
<td>Mathematics in Business and Economics</td>
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<tr>
<td>Master of Education</td>
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<tr>
<td>Economic and Business Education</td>
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<tr>
<td>Language and Communication</td>
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<tr>
<td>Literature, Media and Culture in the Modern Era</td>
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<td></td>
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<tr>
<td>Mannheim Master in Management</td>
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<td></td>
</tr>
<tr>
<td>Master of Competition Law and Regulation</td>
<td></td>
<td>Application only for the fall semester!</td>
</tr>
<tr>
<td>Master of Laws</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media and Communication Studies: Digital Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology: Cognitive and Clinical Psychology</td>
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<td></td>
</tr>
<tr>
<td>Psychology: Work, Economy and Society</td>
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</tr>
</tbody>
</table>

1.5 CONTACTS

The Admissions Office is the central office for all applicants (German as well as foreign applicants).

Therefore, you need to apply to the Admissions Office if you
- are a foreign applicant without a German university entrance qualification or a bachelor’s degree acquired in Germany
- are a German citizen
- have got a German university entrance qualification
- have got a bachelor’s degree acquired in Germany (even if you do not get your degree until the beginning of the fall semester)

If you have any questions, please contact us via e-mail at application@uni-mannheim.de

The International Office also provides a variety of information for international degree-seeking students on its website. Please visit the website http://www.uni-mannheim.de/aaa. Some information that you need may not be included in this brochure.
Many questions are very subject-specific. In this case, please contact the **departmental advisory service**:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| History                                      | Sebastian Hempen  
Phone.: 0621/181-2160  
master@phil.uni-mannheim.de  
http://master.phil.uni-mannheim.de/ |
| Culture and Economy                         | Sebastian Herdtweck  
Phone: 0621/181-1763  
econgrad@uni-mannheim.de  
http://master.vwl.uni-mannheim.de |
| Media and Communication Studies: Digital Communication | Dr. Regine Zeller  
Phone: 0621/181-2323  
igcs@uni-mannheim.de  
http://master.phil.uni-mannheim.de/ |
| Language and Communication                  | Julia Dreisbach  
Phone: 0621/181-1456  
masterinfo@bw.uni-mannheim.de  
www.mmm.uni-mannheim.de |
| Literature, Media and Culture in the Modern Era | Berina Fischinger-Corbo  
Phone: 0621/181-1307  
mcbi@uni-mannheim.de  
www.jura.uni-mannheim.de/studium/master-of-comparative-business-law |
| Economics                                    | Sarah Kern  
Phone: 0621/181-2171  
lehramt@phil.uni-mannheim.de  
http://lehramt.phil.uni-mannheim.de |
| Intercultural German Studies                | Lidija Gerlein  
Phone: 0621/181-2329  
fachstudienberatung@jura.uni-mannheim.de  
http://www.jura.uni-mannheim.de |
| Master in Management                        | Dr. Gledis Londo  
Phone: 0621/181-1826  
pol@sowi.uni-mannheim.de  
http://www.sowi.uni-mannheim.de |
| Master of Comparative Business Law          | Stefanie Thye  
Phone: 0621/181-2188  
soc@sowi.uni-mannheim.de  
http://www.sowi.uni-mannheim.de |
| Master of Education                         | Alica Buck  
Phone: 0621/181-1974  
psy@sowi.uni-mannheim.de  
http://www.sowi.uni-mannheim.de |
| Master of Laws                              | Elena Boldin  
Phone: 0621/181-2640  
studiengangsmanagement@wim.uni-mannheim.de  
http://www.wim.uni-mannheim.de |
| Master of Competition Law and Regulation    | Elena Boldin  
Phone: 0621/181-2640  
boldin@wim.uni-mannheim.de  
http://www.wim.uni-mannheim.de |
| Political Science                           | Dr. Charlotte Köller  
Phone: 0621/181-2194  
wipaed-pa@bwl.uni-mannheim.de  
http://wipaed.uni-mannheim.de/en/home/ |
2.1 GENERAL INFORMATION ON ADMISSION REQUIREMENTS AND SELECTION CRITERIA

Admission requirements of each master’s program can be found in the Selection Statutes which can be downloaded on the following website:

http://bewerbung.uni-mannheim.de/english/study_programmes_selection_criteria/index.html

For all of the master’s programs you need to apply in due time and form.

2.1.1 Information for applicants from certain countries

Applicants from Chinese and Vietnamese universities additionally require the original Certificate of the Academic Test Centre (APS-Zertifikat). Contacts: German Embassy in Beijing (www.aps.org.cn) or the German Embassy in Hanoi (www.hanoi.diplo.de).

Applicants having passed their degree in one of the GUS States as well as Georgia, additionally require a proof of the accreditation of the degree program, if it was passed at a private university/higher education institution.

Applicants having passed their degree at a private university/higher education institution in Albania require a degree certificate and diploma supplement (Suplementi i Diplomës) in Albanian language as well as in English/German language.

Applicants who studied at a university in Pakistan need to have their documents attested by the Higher Education Commission Pakistan (HEC Pakistan). That means transcripts as well as degree certificates need to bear the HEC Attestation Stamp.

2.2 BACHELOR’S DEGREE NOT YET COMPLETED

If you have not yet completed your bachelor’s degree within the application period, you may still apply for a master’s program. However, you need to have successfully completed a certain amount of ECTS credits as stated in the selection statutes. To prove the number of ECTS, please upload a current Transcript of Records (official transcripts only, no screenshots from online portals).

Please note: If the bachelor’s degree has not been completed by the end of the application period, admission to a master’s program is preliminary as you have to submit your bachelor’s degree certificate to the University of Mannheim before the first registration for an exam. If you do not provide this document in due time, your admission to the master’s program will be rescinded.
In the following, you will get an overview of the admission requirements and the selection criteria which may improve your chances in getting a place of study.

### 2.3.1 Master of Arts – Political Science

<table>
<thead>
<tr>
<th>Admission Requirements</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>- A bachelor’s degree in Political Science or an equivalent degree recognized by the Selection Board, which was completed with a grade of at least &quot;good&quot; (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”). Standard period of study: at least 3 years</td>
<td></td>
</tr>
<tr>
<td>- Proof of English language proficiency</td>
<td></td>
</tr>
<tr>
<td>- Proof of good performances in the field of Methods of Empirical Research and Statistics (with a grade of at least “good” (2.5) or better)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far</td>
<td></td>
</tr>
<tr>
<td>- A letter of motivation in English with a maximum of 500 words</td>
<td></td>
</tr>
<tr>
<td>- A text sample in English or German (max. 5,000 words)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proof of English language proficiency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) All-English university entrance qualification (all subjects in English)</td>
<td></td>
</tr>
<tr>
<td>b) Completion of a first degree in English</td>
<td></td>
</tr>
<tr>
<td>c) If a or b does not apply, students must present one of the following test results as proof of language proficiency:</td>
<td></td>
</tr>
<tr>
<td>• Test of English as a Foreign Language:</td>
<td></td>
</tr>
<tr>
<td>o Internet-Based Test (TOEFL iBT) with a score of at least 90 points</td>
<td></td>
</tr>
<tr>
<td>o TOEFL Paper-Based Test (PBT) with a score of at least 577 points</td>
<td></td>
</tr>
<tr>
<td>• Certificate of Proficiency in English (CPE) to at least level C or better</td>
<td></td>
</tr>
<tr>
<td>• Certificate in Advanced English (CAE) to at least level C or better.</td>
<td></td>
</tr>
<tr>
<td>• International English Language Testing System - Academic Test (IELTS) to at least score 6.5</td>
<td></td>
</tr>
<tr>
<td>• European Language Certificate (telc) – English University with at least level C1</td>
<td></td>
</tr>
</tbody>
</table>

Please note: Test results will not be accepted, if they are older than 2 years.
2.3.2 Master of Arts – Sociology

| Admission Requirements | • A bachelor’s degree in Social Sciences or an equivalent degree recognized by the Selection Board, which was completed with a grade of at least "good" (German Grade equivalent 2.5) or better at a university in Germany or abroad (also "Berufsakademie"). Standard period of study: at least 3 years  
• Proof of English language proficiency  
• Proof of good performances in the field of Methods of Empirical Research and Statistics (with a grade of at least "good" (2.5) or better). |
| --- | --- |
| Selection Criteria | • The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far  
• A [letter of motivation in English with a maximum of 500 words](#)  
• A [text sample in German or English (max. 5,000 words)](#) |
| Proof of English language proficiency | a) Proof of constant participation in English classes during the last two years in secondary-school with a minimum of grades recorded on the record of the university entrance qualification acquired within the EU (see the relevant Selection Statutes)  
b) All-English university entrance qualification (all subjects in English)  
c) Completion of a first degree in English  
d) If a, b or c does not apply, students must present one of the following test results as proof of language proficiency:  
• Test of English as a Foreign Language:  
  o Internet-Based Test (TOEFL iBT) with a score of at least 90 points  
  o TOEFL Paper-Based Test (PBT) with a score of at least 577 points  
• Certificate of Proficiency in English (CPE) to at least level C  
• Certificate in Advanced English (CAE) to at least level C  
• International English Language Testing System - Academic Test (IELTS) to at least score 6.5  
• European Language Certificate (telc) – English University with at least level C1 |

Please note: Test results will not be accepted, if they are older than 2 years.
# 2.3.3 Master of Science – Business Informatics

| Admission Requirements | • A completed bachelor’s degree in Business Informatics or a recognized equivalent degree in Business Studies or Computer Science at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The degree course can only be recognized as equivalent if it comprises 30 ECTS in the field of Informatics (including 8 ECTS in programming), 30 ECTS in the field of Economic Sciences or Business Informatics as well as 18 ECTS in the field of Mathematics or Statistics.  
  
• Proof of English language proficiency. |
| --- | --- |
| Selection Criteria | • The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far.  
  
• Commercial, computer science or comparable relevant professional activities (vocational training, work experience or internships), special achievement or qualifications which are particularly indicative of aptitude for the selected postgraduate degree.  
  
• Semester abroad. |
| Proof of English language proficiency | • completed first degree in English.  
  
• university entrance qualification at a school with English as language of instruction.  
  
If this is not the case, students must present one of the following test results as proof of language proficiency:  
  
• Test of English as a Foreign Language:  
  
  - 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.  
  
• Certificate of Proficiency in English (CPE).  
  
• First Certificate in English (FCE) with at least the grade C.  
  
• Certificate in Advanced English (CAE).  
  
• International English Language Testing System - Academic Test (IELTS) to at least score 6.0.  
  
• General Management Admission Test (GMAT) with a score of at least 500 points.  
  
• Graduate Record Examination (GRE) with a result corresponding to 500 points in the GMAT (see point 3.2.5).  
  
• Language test offered by the Universität Mannheim Service und Marketing GmbH with at least level B2 in the fields Listening Comprehension, Written Language, Spoken Language and Reading Comprehension.  
  
• Proof of constant participation in English classes in secondary-school with a minimum of grades (equivalent to 7 points in Germany) recorded on the record of the university entrance qualification acquired within the EU.  
  
Please note: The result of the language test will not be accepted, if it is older than 5 years.  
  
The admissions committee may decide on exceptions. |
### Admission Requirements

- A completed bachelor’s degree at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The degree course can only be recognized if it comprises 48 ECTS* in the field of Informatics, Mathematics, Statistics or Empirical Research.
- Proof of English language proficiency

### Selection Criteria

- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- Semester abroad
- Relevant professional activities

### Proof of English language proficiency

- completed first degree in English.
- university entrance qualification at a school with English as language of instruction.

If this is not the case, students must present one of the following test results as proof of language proficiency:

- Test of English as a Foreign Language:
  - 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
- Certificate of Proficiency in English (CPE)
- Certificate in Advanced English (CAE) to at least level C.
- International English Language Testing System - Academic Test (IELTS) to at least score 6.0.
- General Management Admission Test (GMAT) with a score of at least 500 points
- Graduate Record Examination (GRE), with a result corresponding to 500 points in the GMAT (see point 3.2.5)
- Proof of constant participation in English classes in secondary-school with a minimum of grades (equivalent to 7 points in Germany) recorded on the record of the university entrance qualification acquired within the EU
- Language test offered by the Universität Mannheim Service und Marketing GmbH with at least level B2 in the fields Listening Comprehension, Written Language, Spoken Language and Reading Comprehension.

Please note: The result of the language test will not be accepted, if it is older than 5 years.

The admissions committee may decide on exceptions.

*ECTS, which have been obtained within an empirical bachelor thesis, may be considered.
## 2.3.5 Master of Science – Economics

### Admission Requirements
- completed bachelor’s degree (standard period of study: at least 3 years) in Economics or an equivalent degree recognized by the admissions committee
- final grade (grade point average) of at least 2.5 (German grading system)
- **Letter of Motivation in English (max. 500 words)**
- [Proof of English language proficiency](#)

Individual exceptions and alternative requirements are subject to the admissions committee’s decision.

### Selection Criteria
Selection is based on (1) a review by two members of the admissions committee and (2) the grade point average of the bachelor's degree.

**ad (1)** The following documents are considered in the review:
- Letter of motivation
- Transcript of Records listing all course (credits and grades)
- **Two letters of recommendation by different professors**

Additionally, the following documents may be submitted and considered in the review:
- An academic essay written by the applicant in German or English (max. 10 pages)
- Additional documents proving academic achievements of the applicant
- Certificates and documents proving stays abroad or work experience demonstrating the qualification and motivation of the applicant
- Grades of the University Entrance Qualification

### Proof of English language proficiency
1. A university entrance qualification acquired after at least 2 years at a school with English as language of instruction.
2. A university program with English as language of instruction of at least 1 year.

If a or b does not apply, you must present one of the following test results:
- Test of English as a Foreign Language:
  - Internet-Based Test (TOEFL iBT) with a score of at least 79 points.
  - TOEFL Computer-Based Test (CBT) with a score of at least 213 points.
  - TOEFL Paper-Based Test (PBT) with a score of at least 550 points.
- International English Language Testing System – Academic Test (IELTS) to at least score 6.5
- Verbal score of the GRE General Test or GRE revised General Test
  - Verbal score of at least 320 in the GRE General Test
  - Verbal score of at least 140 in the GRE revised General Test

Please note: Test results will not be accepted, if they are older than 2 years. The admissions committee may decide on exceptions.

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1 For further information concerning the letters of recommendation, please have a look on our website.
### Admission Requirements

- A completed bachelor’s degree in Business Administration or an equivalent recognized degree in Business Studies completed at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration
- **Proof of German language proficiency (for the German-English track only)**
- GMAT score of at least 600 credits / as an alternative a GRE score (see point 3.2.5) The result of your GMAT may arrive until the registration for your first exam within the Master’s program (15.10.)

### Selection Criteria

- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- Result of the GMAT/GRE
- Commercial or comparable relevant professional activities
- Semester abroad

The Selection Statute of the Mannheim Master in Management provides two tracks: a German-English track as well as an all-English track. Applicants for the German-English track need to prove German language skills (see point 3.2.4). You can only apply for one track. Applications for both tracks are not possible. Furthermore, it is not possible to change the track within the study program.

**Please note:** Due to the current situation, your application may participate within the selection process for a spot in the Master’ program Mannheim Master in Management even if you cannot prove a GMAT with a result of at least 600 (or a corresponding GRE). In case of an admission the GMAT/GRE with a result of at least 600 has to be submitted until the registration for your first exam within the Master’s program (15.10.)

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2 For more information on proof of German language proficiency, please see 3.2.4
### Admission Requirements

- A law degree or a recognized equivalent degree if at least 20 ECTS (or equivalent) have been acquired in law-related subjects. Overall, applicants must have completed at least 240 ECTS or 4 years of study prior to starting the program.
  - Please note: **Applicants for the “Mannheim” track need to have passed their bachelor’s degree at a university outside of Germany.**
- Letter of motivation in English with a maximum of 2 pages
- Proof of English language proficiency

### Selection Criteria

- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
  - Letter of motivation in English (max. two pages)
  - Relevant professional activities (vocational training, professional experience or internships), relevant achievements or qualifications which are particularly indicative of aptitude for the selected post-graduate degree
  - Extraordinary academic achievements

### Proof of English language proficiency

**Mannheim track:**
- a) All-English university entrance qualification (all subjects in English; classes lasting a minimum of one year)
- b) Participation in an English study program for at least one year
- c) If a or b does not apply, students must present one of the following test results as proof of language proficiency:
  - Test of English as a Foreign Language:
    - Internet-Based Test (TOEFL iBT) with a score of at least 90 points
  - IELTS of at least 6.5
  - Or an equivalent test result

**Mannheim/Adelaide track:**
- a) Participation in an English study program for at least one year
- b) If a) does not apply, students must present one of the following test results as proof of language proficiency:
  - Test of English as a Foreign Language:
    - Internet-Based Test (TOEFL iBT) with a score of at least 94 points (27 points in “Writing”, 23 points in “Speaking”, 20 points in “Reading and Listening”)
  - IELTS of at least 7.0 (7.0 in “Writing and Speaking”; 6.5 in “Reading and Listening”)

This master’s program lasts one year. The tuition fee amounts to 8,500 Euro. The master’s program in Comparative Business Law offers two tracks: the ‘Mannheim/ Adelaide track’ as well as the ‘Mannheim track’:

- **Mannheim/ Adelaide track**: The program starts at the University of Mannheim and will be continued at the University in Adelaide (Australia).
- **Mannheim track**: Both semesters are to be spent at the University of Mannheim.

**Please note:** **Applicants for this track need to have obtained their bachelor’s degree at a university outside of Germany.**

A change of tracks during the program is not possible!
### 2.4 INFORMATION ON THE GERMAN MASTER’S PROGRAMS

In the following, you will get an overview of the admission requirements and the selection criteria which may improve your chances in getting a place of study.

Please note: All of the following Master’s programs require proof of German language skills on level C1.

#### 2.4.1 Master of Arts – History

<table>
<thead>
<tr>
<th>Admission Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A Bachelor’s Degree in History or a subject-related degree which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</td>
</tr>
<tr>
<td>• <strong>Proof of German language proficiency</strong>²</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The final grade or - for students still completing their degree - the average grade of the bachelor’s degree course so far</td>
</tr>
<tr>
<td>• <strong>Relevant essay in German of up to 15,000 characters (incl. blanks) about a historical issue</strong></td>
</tr>
<tr>
<td>• Relevant professional activities (professional training, work experience, internships³)</td>
</tr>
<tr>
<td>• Stays abroad during or after the bachelor’s program lasting several months</td>
</tr>
<tr>
<td>• Relevant awards</td>
</tr>
<tr>
<td>• Relevant publications</td>
</tr>
</tbody>
</table>

³ Compulsory internships cannot be considered. However, if the internships last longer than required, this time may be considered.
2.4.2 Master of Arts – Intercultural German Studies

The joint master’s program in Intercultural German Studies is offered by two universities – the University of Mannheim as well as the University of Waterloo (Canada). Two semesters are to be spent at the corresponding partner university.

<table>
<thead>
<tr>
<th>Admission Requirements</th>
<th>A completed bachelor’s degree in German Studies or an equivalent recognized degree in humanities or cultural studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Proof of German language proficiency</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Proof of English language proficiency (level B2)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Selection interview</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Letter of motivation in English with a maximum of 500 words containing:</strong></td>
</tr>
<tr>
<td></td>
<td>Motivation for the master’s program in German Studies</td>
</tr>
<tr>
<td></td>
<td>Reasons for selecting the binational master’s program offered by the University of Mannheim and the University of Waterloo</td>
</tr>
<tr>
<td></td>
<td>Planned research focus during the master’s program</td>
</tr>
<tr>
<td></td>
<td>Professional aims</td>
</tr>
<tr>
<td></td>
<td>Relevance of the completed bachelor’s degree</td>
</tr>
<tr>
<td></td>
<td>Relevant professional activities (professional training, work experience, internships³)</td>
</tr>
<tr>
<td></td>
<td>Stays abroad during or after the bachelor’s program lasting several months</td>
</tr>
<tr>
<td></td>
<td>Scientific presentations as well as publications</td>
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<tr>
<td></td>
<td>Relevant awards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proof of English language proficiency</th>
<th>Level B2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you are not sure, whether your proof will be considered, please contact the program manager Dr. Zeller (<a href="mailto:jcgs@uni-mannheim.de">jcgs@uni-mannheim.de</a>)</td>
</tr>
</tbody>
</table>
### Admission Requirements

- A completed bachelor’s degree in Culture and Economy: English and American Studies or an equivalent recognized degree in humanities or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in cultural studies within the core subject English and American Studies
- **Proof of German language proficiency**
- **Proof of English language proficiency (level C1)**

### Selection Criteria

- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- **Letter of motivation in English with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
- Relevant professional activities (professional training, work experience, internships⁴)
- Stays abroad during or after the bachelor’s program lasting several months
- Relevant awards (scientific presentations, publications, scholarships)

### Proof of English language proficiency

- Level C1
- If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)

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⁴ If qualifications in the field of cultural studies are missing, you may still apply for a place of study. In this case, you need to submit a declaration stating that you will acquire the qualifications within the master’s program (in addition to the required exams) until the end of the second semester. You need to submit this Declaration of Commitment together with your application documents.
### Admission Requirements

- A completed bachelor’s degree in Culture and Economy: French Studies or an equivalent recognized degree in humanities or business studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module in literature and/ or linguistics (or cultural studies) or equivalent qualifications in French studies
- **Proof of German language proficiency**
- **Proof of French language proficiency** (level C1)

### Selection Criteria

- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- **Letter of motivation in French with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
  - Relevant professional activities (professional training, work experience, internships)
  - Stays abroad during or after the bachelor’s program lasting several months
  - Relevant awards (scientific presentations, publications, scholarships)
  - Volunteer work

### Proof of French language proficiency

- **Level C1** - If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)
### 2.4.5 Master of Arts – Culture and Economy: German Studies

#### Admission Requirements
- A completed bachelor’s degree in Culture and Economy: German Studies or an equivalent recognized degree in humanities or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in cultural studies within the core subject German Studies
- Proof of German language proficiency

#### Selection Criteria
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- **Letter of motivation in German with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
  - Relevant professional activities (professional training, work experience, internships)
  - Stays abroad during or after the bachelor’s program lasting several months
  - Relevant awards (scientific presentations, publications, scholarships)

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5 If qualifications in the field of German Studies are missing, you may still apply for a spot. In this case, you need to send in a declaration stating that you will acquire the qualifications within the master’s program (in addition to the required exams) until the end of the second semester. You need to send in this Declaration of Commitment together with your application documents.
### 2.4.6 Master of Arts – Culture and Economy: Hispanic Studies

**Admission Requirements**
- A completed bachelor’s degree in Culture and Economy: Hispanic Studies or an equivalent recognized degree in humanities or business studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module in literature and/or linguistics (or cultural studies)⁶ or equivalent qualifications in Hispanistic Studies
- Proof of German language proficiency
- Proof of very good Spanish language skills (level C1)

**Selection Criteria**
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- **Letter of motivation in Spanish with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
- Relevant professional activities (professional training, work experience, internships³)
- Stays abroad during or after the bachelor’s program lasting several months
- Relevant awards (scientific presentations, publications, scholarships)
- Volunteer work

**Proof of Spanish language proficiency**
- Level C1
- If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)

### 2.4.7 Master of Arts – Culture and Economy: History

**Admission Requirements**
- A completed bachelor’s degree in Culture and Economy: History or an equivalent degree which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in History⁶
- Proof of German language proficiency

**Selection Criteria**
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- **Relevant essay in German of up to 15,000 characters (incl. blanks) about a historical issue**
- Relevant professional activities (professional training, work experience, internships³)
- Stays abroad during or after the bachelor’s program lasting several months
- Relevant awards (scientific presentations, publications, scholarships)

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⁶ If qualifications in the field of history of up to 20 ECTS are missing, you may still apply for a spot. In this case, you need to send in a declaration stating that you will acquire the qualifications within the master’s program (in addition to the required exams) until the end of the second semester. You need to send in this Declaration of Commitment together with your application documents.
### 2.4.8 Master of Arts – Culture and Economy: Italian Studies

#### Admission Requirements

- A completed bachelor’s degree in Culture and Economy: Italian Studies or an equivalent recognized degree in humanities or business studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module in literature and/or linguistics (or cultural studies) or equivalent qualifications in Italian Studies
- **Proof of German language proficiency**
- **Proof of Italian language proficiency** (level C1)

#### Selection Criteria

- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- **Letter of motivation in Italian with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
  - Relevant professional activities (professional training, work experience, internships)
  - Stays abroad during or after the bachelor’s program lasting several months
  - Relevant awards (scientific presentations, publications, scholarships)
  - Volunteer work

#### Proof of Italian language proficiency

- Level C1 - If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)
### 2.4.9 Master of Arts – Culture and Economy: Philosophy

#### Admission Requirements
- A completed bachelor’s degree in Culture and Economy: Philosophy or an equivalent recognized degree in humanities and/or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics as well as one basic and one advanced module or equivalent qualifications in the core subject Philosophy
- Proof of German language proficiency

#### Selection Criteria
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- Letter of motivation in German with a maximum of 500 words containing:
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
  - passed exams in the field of Philosophy
  - Relevant professional activities (professional training, work experience, internships)
  - Stays abroad during or after the bachelor’s program lasting several months
  - Relevant awards (scientific presentations, publications, scholarships)

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### 2.4.10 Master of Arts – Culture and Economy: Media and Communication Studies

#### Admission Requirements
- A completed bachelor’s degree in Culture and Economy: Media and Communication Studies or an equivalent recognized degree in humanities and/or Business Studies which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The bachelor’s degree has to contain at least 40 ECTS in the field of Media and Communication Studies as well as 8 ECTS in the field of research methods
- The bachelor’s degree has to contain at least 36 ECTS in the field of Business Administration or Economics.
- Proof of German language proficiency

#### Selection Criteria
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- Relevant professional activities (professional training, work experience, internships)
- Stays abroad during or after the bachelor’s program lasting several months
- Relevant awards (scientific presentations, publications, scholarships)

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7 If qualifications in the field of philosophy are missing, you may still apply for a study place. In this case, you need to send in a declaration stating that you will acquire the qualifications within the Master Program (in addition to the required exams) until the end of the second semester. You need to send in this Declaration of Commitment together with your application documents.
### 2.4.11 Master of Arts – Language and Communication

**Admission Requirements**
- A completed bachelor’s degree in Linguistics or in a Philology or an equivalent recognized degree in humanities which was completed with a grade of at least “good” (German Grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- Proof of German language proficiency
- Proof of English language proficiency

**Selection Criteria**
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- The grade of the field of study in linguistics weighted by ECTS
- **Letter of motivation in German with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
  - Relevant professional activities (professional training, work experience, internships)
  - Stays abroad during or after the bachelor’s program lasting several months
  - Relevant awards (scientific presentations, publications, scholarships)
  - Volunteer work

**Proof of English language proficiency**
- Level B2
- If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)

### 2.4.12 Master of Arts – Literature, Media and Culture in the Modern Era

**Admission Requirements**
- A completed bachelor’s degree in Literature or in a Philology (e.g. English / American Studies, German Studies, or Romance Languages) or an equivalent recognized degree completed with a grade of at least “good” (German Grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- The degree course needs to comprise one basic and one advanced module in literature
- Proof of German language proficiency
- Proof of English language proficiency (level B2)

**Selection Criteria**
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- The grade of the field of study in literature weighted by ECTS
- **Letter of motivation in German with a maximum of 500 words containing:**
  - Motivation for the master’s program
  - Reasons for the selection of the master’s program
  - Planned research focus during the master’s program
  - Professional aims
  - Relevance of the completed bachelor’s degree
  - Relevant professional activities (professional training, work experience, internships)
  - Stays abroad during or after the bachelor’s program lasting several months
  - Relevant awards (scientific presentations, publications, scholarships)

**Proof of English language proficiency**
- Level B2
- If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de)
### 2.4.13 Master of Arts – Media and Communication Studies: Digital Communication

| Admission Requirements | • A completed bachelor’s degree in Media and Communication Studies or an equivalent recognized degree in humanities or Social Sciences which was completed with a grade of at least „good“ (German grade equivalent 2.5) or better at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years  
• The bachelor’s degree has to contain at least 40 ECTS in the field of Media and Communication Studies as well as 8 ECTS in the field of research methods  
• Proof of German language proficiency\(^2\)  
• Proof of English language proficiency |
| --- | --- |
| Selection Criteria | • The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far  
• Stays abroad during or after the bachelor’s program lasting several months  
• Relevant awards (scientific presentations, publications, scholarships) |
| Proof of English language proficiency | • Level B2  
• If you are not sure, whether your proof will be considered, please contact the program manager Mr. Hempen (master@phil.uni-mannheim.de) |

### 2.4.14 Master of Education – Economics and Business Administration, English, French, German, History, Informatics, Italian, Mathematics, Philosophy/Ethics, Political Science, Spanish

Detailed information on admission’s requirements and selection criteria can be found in our German ‘Masterbroschüre’.

### 2.4.15 Master of Education Erweiterungsfach – Economics and Business Administration, English, French, German, History, Informatics, Italian, Mathematics, Philosophy/Ethics, Political Science, Spanish

The University of Mannheim operates its own selection process of EACH Master of Education degree program. Please refer to the German ‘Masterbroschüre’ for more information on admission requirements.

### 2.4.16 Master of Science – Mathematics in Business and Economics

| Admission Requirements | • A completed bachelor’s degree in Mathematics in Business and Economics or a recognized equivalent degree which was completed with a grade of at least “good” or better (German grade equivalent 2.8) at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years. The bachelor’s degree has to contain at least 80 ECTS in the field of Mathematics as well as 30 ECTS in the field of Business Administration  
• Proof of German language proficiency\(^2\) |
| --- | --- |
| Selection Criteria | • The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far  
• Relevant professional activities (professional training, internships, work experience)  
• Semester abroad (during the bachelor’s program) |
2.4.17 Master of Science – Economic and Business Education

**Admission Requirements**
- A completed bachelor’s degree in Economic and Business Education or a recognized equivalent degree in Business Studies completed at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years.
- Proof of specialized knowledge** according to the relevant courses as mentioned in the current examinations regulations of the B.Sc. in Business Education
- **Proof of German language proficiency**

**Selection Criteria**
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far

** If specialized knowledge of up to 60 ECTS is missing, the applicant may still be admitted. In this case, the applicant needs to send in a Declaration of Commitment stating that he /she will make up the missing qualifications within the first and second semester of the master’s program.

2.4.18 Master of Science – Psychology: Cognitive and Clinical Psychology

**Admission Requirements**
- a) completed bachelor’s degree in Psychology or b) an equivalent recognized degree with at least 50% in Psychology completed at a university in Germany or abroad (also “Berufsakademie”); standard period of study: at least 3 years
- In case of b) the following contents of study have to be proven:
  - Quantitative, mathematical or statistical methods (at least 10 ECTS)
  - Empirical or experimental methods (at least 10 ECTS)
  - Test theory or psychological diagnostics (at least 10 ECTS)
  - General psychology 1, General psychology 2 or Cognitive psychology (at least 10 ECTS)
  - Social psychology (at least 6 ECTS)
- Furthermore, all applicants need to proof the following contents of study:
  - Biological psychology or physiology (at least 6 ECTS)
  - Clinical psychology (at least 8 ECTS)
- **Proof of German language proficiency**

**Selection Criteria**
- Grade of the university entrance qualification
- The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far
- Exceptional qualifications relevant to the program, e.g. internships (lasting at least 3 months), professional education, relevant stays abroad, awards, etc.
### 2.4.19 Master of Science – Psychology: Work, Economy and Society

| Admission Requirements | • a) completed bachelor’s degree in Psychology or b) an equivalent recognized degree with at least 50% in Psychology completed at a university in Germany or abroad (also "Berufsakademie"); standard period of study: at least 3 years  
• In case of b) the following contents of study have to be proven:  
  ➢ Quantitative, mathematical or statistical methods (at least 10 ECTS)  
  ➢ Empirical or experimental methods (at least 10 ECTS)  
  ➢ Test theory or psychological diagnostics (at least 10 ECTS)  
  ➢ General psychology 1, General psychology 2 or Cognitive psychology (at least 10 ECTS)  
  ➢ Social psychology (at least 6 ECTS)  
• Furthermore, all applicants need to proof the following contents of study:  
  ➢ Business and Organizational Psychology, Consumer and Advertising Psychology or Educational Psychology (at least 8 ECTS)  
| Selection Criteria | • Grade of the university entrance qualification  
• The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far  
• Exceptional qualifications relevant to the program, e.g. internships (lasting at least 3 months), professional education, relevant stays abroad, awards, etc.  

### 2.4.20 Master of Laws (LL.M)

| Admission Requirements | • A completed studies at a university in Germany or abroad with standard period of study of at least 3 years, in:  
  o law and business related degree course with at least 100 ECTS credits in Legal Studies and at least 40 ECTS credits in Business Studies  
  o or a law degree course  
  o or a business degree course with at least 16 ECTS credits in the field of Legal Studies  
  o or a degree course recognized by the Selection Committee as equivalent, with at least 16 ECTS credits in Legal Studies.  
| Selection Criteria | • The final grade or - for students still completing their degree - the average grade of the bachelor’s degree program so far  
• Letter of motivation in English or German (max. two pages)  
• Relevant professional activities, stays abroad as well as relevant awards and voluntary activities  
• Extraordinary academic achievements  
| Proof of English language proficiency | a) All-English university entrance qualification (all subjects in English; classes lasting a minimum of one year)  
b) Participation in an English study program for at least one year  
c) If a or b does not apply, students must present one of the following test results as proof of language proficiency:  
  - Test of English as a Foreign Language:  
    o Internet-Based Test (TOEFL iBT) with a score of at least 90 points  
  - IELTS of at least 6.5  
  - or an equivalent test result
## 2.4.21 Master of Competition Law and Regulation (LL.M)

<table>
<thead>
<tr>
<th>Admission Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>- A completed bachelor’s degree in Legal Studies or a recognized equivalent degree in Business Studies with a minimum of 30 ECTS in legal courses completed at a university in Germany or abroad (also Berufsakademie). Standard period of study: at least 3 years.</td>
</tr>
<tr>
<td>- <strong>Proof of German language proficiency</strong></td>
</tr>
<tr>
<td>- Proof of English language proficiency</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Criteria</th>
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<tbody>
<tr>
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</tr>
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<table>
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</tr>
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</tr>
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<td>- or an equivalent test result</td>
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</table>
3. THE APPLICATION PROCESS OF THE UNIVERSITY OF MANNHEIM

Due to the Coronavirus Pandemic the University of Mannheim offers an online application only.

As part of the online application, you will be asked to upload several documents to prove admission requirements as well as the corresponding selection criteria.

However, you will be asked to provide the original documents or notarized documents during the process of enrollment.

In order to apply, please use the online application portal of the University of Mannheim: http://www.uni-mannheim.de/application

On this website, you also find information about all programs at the University of Mannheim as well as the curriculum of various programs and the respective requirements.

Furthermore, our website offers information on everything regarding application and enrollment. Most questions should be covered. However, if questions arise, please do not hesitate to contact us: application@uni-mannheim.de

3.1 DOCUMENTS TO SUBMIT

The online application is obligatory for each master’s program.

After entering all data and uploading the required documents online, you are asked to confirm the declaration in lieu of an oath. With confirming the declaration in lieu of an oath, your application will be transferred to us and can participate in the selection procedure. The data control sheet for admission is only for you to check the correctness of the dates you stated in the online application form.

PLEASE NOTE: Due to the current situation, we are not able to inform you if documents are missing. Therefore, please pay attention on the required documents.

The following upload fields are available for all master’s programs:

- Upload 1) University Entrance Qualification
- Upload 2) Certificate of Enrollment
- Upload 3) Curriculum Vitae / CV
- Upload 4) Transcript of Records and Degree Certificates
- Upload 5) Language certificates and proof of semester spent abroad
- Upload 6) Proof of extracurricular activities
- Upload 7) Special Applications

Some master’s programs require additional documents such as essays and motivation letters. For more detailed information on those additional documents, please check the corresponding table under point 2.4 of this master guide. These additional documents are highlighted in yellow.

Furthermore, within the questionnaire for each Master’s program, you will be asked to upload the module catalog of your bachelor’s degree or state the website where the module catalog can be found.
Please note: Foreign documents can only be accepted in either German or English. If your documents are in another language, a translation into German or English is necessary. All records and transcripts of records need to be translated by a sworn translator. The module catalog, plan of studies and the examination regulations can be translated by any other person, if your university testifies the correctness by an official stamp and signature.

Please find below an overview on which documents should be uploaded in detail:

3.1.1. University Entrance Qualification (Upload 1)

The University Entrance Qualification is a diploma/leaving certificate that allows/allowed you to start your bachelor’s degree course at university (e.g. high school diploma, attestat, baccalaureat, bachillerato, general certificate of education, etc.).

Applicants with a University Entrance Qualification acquired abroad require additionally a translation of the University Entrance Qualification in either German or English. Educational credentials need to be translated by a sworn translator.

Applicants who needed to pass a university entrance exam are asked to provide this document, too.

Applicants who obtained their university entrance qualification or degree in China or Vietnam, must also provide the APS Certificate issued by the Academic Evaluation Center (Akademische Prüfstelle) in the corresponding country.

3.1.2. Certificate of Enrollment (Upload 2)

The enrollment certificate contains your personal data, and indicates your degree program, the number of subject-specific semesters you have completed, and the number of semesters you have been enrolled at a German higher education institution. This document is only required if you’ve already studied at a German higher education institution in Germany.

3.1.3. Curriculum Vitae / CV (Upload 3)

Please upload a current CV in tabular form.

3.1.4. Transcript of Records and Degree Certificates (Upload 4)

Please upload the following documents:

Transcript of records and degree certificate
Please upload the most recent transcript of records and degree certificate (if available) of your bachelor’s degree and if applicable also of your master’s degree. Please note, that only official Transcripts of Records can be considered. Screenshots from online portals cannot be accepted.
Translation
Applicants with a degree acquired abroad require additionally a translation of the transcript of records, degree certificates and other additional documents in either German or English. Educational credentials need to be translated by a sworn translator.
Please note: If your former university issues the documents in English, a translation is not required in addition.

Grading System
Applicants with a university degree from outside of Germany have to upload information about the grading system of their degree. This information can be either be included on the transcript or has to be officially confirmed by the respective university. The following information is required:
1. highest possible grade in the grading system,
2. the minimum passing grade for graduation,
3. the current GPA (if available).

Additional Documents only necessary for certain countries
Applicants having passed their degree in one of the GUS States as well as Georgia, additionally require proof of the accreditation of the degree program, if it was passed at a private university/higher education institution.
Applicants having passed their degree at a private university/higher education institution in Albania require a degree certificate and diploma supplement (Suplementi i Diplomës) in Albanian language as well as in English/German language.
Applicants who studied at a university in Pakistan need to have their documents attested by the Higher Education Commission Pakistan (HEC Pakistan). That means transcripts as well as degree certificates need to bear the HEC Attestation Stamp.

Certificate of non objection
The Certificate of non objection is an official document from your current German higher education institution which confirms that you are still eligible to take the exams in the degree program.
This document is only required if you have previously been enrolled at a higher education institution in Germany and are applying for a spot in the first or advanced semester of a similar degree program.

3.1.5. Language Certificates and proof of semester spent abroad (Upload 5)

Language Certificate
Please upload – if available – proof of good knowledge in the required language with required minimum results depending on the study program for which you are applying (see statutes of selection).

German language certificate
If you are applying for a German taught program, please upload proof that your proficiency in German is equivalent to at least level C1 (Goethe Zertifikat C2) of the common European Framework of Reference for Languages (CEFR). Information on certificates that can be accepted can be found here – https://www.unimannheim.de/media/Universitaet/Dokumente/Dokumente_Zula/Nachweis_Deutschkenntnisse_C1_en.pdf
Semester spent abroad *(only if applicable)*
Please upload – if available – proof of a semester spent abroad (e.g. transcript of records).

### 3.1.6. Proof of extracurricular activities (Upload 6)

In addition to the mandatory admission requirements, other factors are taken into account in the admissions process for most programs which can *increase your chances of being allocated a study place*. These selection criteria vary depending on the program you are applying for. Examples include the completion of relevant internships and work experience or awards.

If you passed extracurricular activities that could be considered for your application, you need to upload documents which prove your activities and qualifications. You may use the form “Template Extracurricular Activities” which can be found on the website [www.bewerbung.uni-mannheim.de](http://www.bewerbung.uni-mannheim.de) for download. Of course, you may also send in records or proofs that you already have obtained by e.g. companies. Your documents of proof must contain the following information: the *start and end dates* of the activity, the *type of activity*, preferable containing a *detailed description of your tasks*, employer’s *details*, and a *stamp or signature from the company*. Please note that we cannot accept certificates in advance and contracts as they do not prove that you have actually started or completed your occupation.

### 3.1.7. Special Applications (Upload 7)

**Hardship Exemptions**
If you are either bound to the city of Mannheim, or if a further delay in beginning your studies cannot be accepted (e.g. due to health problems, family circumstances or economic reasons) you may apply for a hardship exemption. In this case, please upload a letter as well as official proof, like medical reports or official certificates.

Supporting documents for a hardship case application need to have arrived at the Admissions Office by the end of the application period.

**Connected to a location in the public’s interest**
Applicants who are connected to a location in the public’s interest are asked to upload corresponding proof. One percent of study places are allocated to students in this situation (e.g. top athletes).

### 3.2 CONFIRMATION ON RECEIPT

You have a personal account on the application portal. Once you have logged in, you can check the status of your application. In order to do so, please go to “Application Management” and click on “Status” next to the application number.
3.3 EXTENDED DEADLINES

In general, delayed documents have to arrive before the deadline of the application period. However, some Selection Statutes offer extended deadlines for some documents. These are:

- **Master Political Science, Master Sociology, Master of Comparative Business Law, Master of Laws, Master of Competition Law and Regulation:**
  - Proof of English language skills may be submitted until the registration for the first exam within the master’s program (PLANNED 15 October)
- **Master in Economics, Master in Intercultural German Studies:**
  - Proof of English language skills may be submitted until 15 August
- **Mannheim Master in Management:** GMAT result of at least 600 may be submitted until the registration for the first exam in the master’s program (PLANNED 15 October)

3.4 PROOF OF FOREIGN LANGUAGE PROFICIENCY

For some of the master’s programs, applicants have to prove a minimum of English language skills.

If you intend to pass a language test, you have to upload the result either during the online application or send it later on - within the respective deadline – via email. If you want to pass a TOEFL iBT and want the institution to send the result to the University of Mannheim, please use the Institution Code "0254". Please note: For your application only the Test Date Scores can be accepted. The Mybest Scores will not be considered.

Please bear in mind that it may take several weeks until the result will be sent. If you are not sure whether the result will arrive in due time, please send in the following documents:

- Print of your online TOEFL result: please confirm that the Admissions Office is allowed to check your result online with your signature
- Log in data (user name and password)

Some of the master’s programs offer an extended deadline for language test results. Please check point 3.3 whether the master’s program you wish to apply for offers this possibility.

The language tests TOEFL and IELTS could be passed at the University of Mannheim, Service and Marketing GmbH. For questions, please contact Ms. Maria Collado, Office hours: Monday 09:00am-12:00pm; Tuesday - Thursday 09:00am-12:00am, 2:00pm-5:00pm; e-mail: info@studiumgenerale.unimannheim.de.

3.5 PROOF OF GERMAN LANGUAGE PROFICIENCY

For some of the master’s programs, applicants have to prove a minimum of German language skills. Please note: German citizens do not have to provide proof of German language skills.

The following proofs can be accepted:

- a) All-German university entrance qualification
- b) Completed degree in a degree course taught in German

If a. or b. are not the case, applicants need to pass one of the following tests:

- Test DaF, with a result of at least 4 points in each part
- „Deutsche Sprachprüfung zum Hochschulzugang (DSH)” passed with at least grade 2 (DSH 2)
- German „Sprachdiplom” of the „Kultusministerkonferenz“ (DSD II)
• passed „Feststellungsprüfung” at a „Studienkolleg” of a German University or the University of Applied Sciences Konstanz

Applicants who can prove one of the following qualifications by sending in according certificates do not have to pass one of the above-mentioned tests in addition:

• All-German university entrance qualification acquired in a state or region having German as official language
• Completed degree in a German degree course acquired in a state or a region having German as official language
• “Hochschulreifeprüfung nach der Ordnung der Prüfung zur Erlangung eines Zeugnisses der deutschen Hochschulreife an deutschen Schulen im Ausland, die zum Sekundarabschluss nach den Landesbestimmungen führen”
• telc Deutsch C1 Hochschule
• „Goethe-Zertifikat C2 or higher
• Report of the „Zentrale Oberstufenprüfung” (ZOP) of the Goethe-Institute passed at a Goethe-Institute in Germany or abroad before January, 1st 2012
• “Kleines Deutsches Sprachdiplom” or "Großes Deutsches Sprachdiplom" awarded by the „Goethe-Institute” by order of the „L.-Maximilians-University Munich” passed before January, 1st 2012
• Austrian language certificate (ÖSD) level C1 or higher

Furthermore, selected documents due to bilateral treaties can be accepted. For details, please refer to the German version.

German language courses offered in Mannheim:

• Universität Mannheim Service und Marketing GmbH, Telefon: 0621-181-3303, -3307 or –3308, (www.daf.uni-mannheim.de)
• Mannheimer Abendakademie und Volkshochschule GmbH, Telefon: 0621-1076150 (www.abendakademie-mannheim.de)
• Goethe-Institut Mannheim-Heidelberg, Telefon: 0621-833850, (www.goethe.de)

The TestDaF could be passed in Mannheim at the following test centres:

• Universität Mannheim Service und Marketing GmbH, Telefon: 0621-181-3303, -3307 or –3308, (www.daf.uni-mannheim.de)
• Mannheimer Abendakademie und Volkshochschule GmbH, Telefon: 0621-1076150 (www.abendakademie-mannheim.de)
• Goethe-Institut Mannheim-Heidelberg, Telefon: 0621-833850, (www.goethe.de)

3.6 GMAT/GRE

If you are going to pass a GMAT and you wish the institution to send the result to the University of Mannheim, please select the relevant study program (e.g. Mannheim Master in Management) and the name of our university.

Important: You need to pass the GMAT with a score of at least 600 for the master’s program ‘Mannheim Master in Management’. The result needs to be transferred electronically by your test provider. Please bear in mind that even the electronic transmission may take between 7 to 14 days.

We also accept the Graduate Record Examination (GRE) as an alternative to the GMAT. The results you achieved in your GRE are converted into a GMAT score using the formula stated in the selection statutes. Your converted GRE score must be at least equivalent to the minimum GMAT score stated in the selection statutes to be included in the admissions process for the Mannheim Master in Management program.
A tool which compares GRE and GMAT scores is available here: [https://www.uni-mannheim.de/en/academics/applying/the-a-to-z-of-applying/gre/](https://www.uni-mannheim.de/en/academics/applying/the-a-to-z-of-applying/gre/)

**Please note:** Due to the current situation, you may apply for a spot in the Mannheim Master in Management even if you are not possible to pass the GMAT before the end of the application deadline. **In case of an admission, a GMAT/GRE with a result of at least 600 has to be submitted until the registration for the first exam in the master’s program.**

### 3.7 Dispatch of Notifications

Usually, applicants for master’s programs receive the decision shortly (4 to 6 weeks) after the close of the deadline.

Therefore, please check your application portal regularly. Further information about the process of enrollment can be found in the admissions documents. If you wish to accept your offered spot, please confirm the Declaration of Acceptance. Afterwards, you will receive an e-mail containing the log in data for myUniMA – an online portal that offers you all necessary information to enrol. Furthermore, it lists information on visa as well as on accommodation.

### 3.8 Exclusion from the Admissions Process

Please note: An application has to be excluded from the admissions process, if you do not respect the deadlines, or if you do not submit all (!) required documents in due time and form (section 5 paragraph 1 Act on the Awarding of University Places of the Land of Baden-Württemberg). In case of trials concerning selective degree courses, the University of Mannheim reserves the right to be represented by a lawyer.

### 3.9 Admission by Lottery Draw

If there are still university places available or have become vacant again at the time of completion of the allocation process, these spots will be allocated by lottery draw.

In order to take part in this procedure, you are required to apply separately (detailed information on due time and form are to be found below).

**Please note:** Prospect students who have already applied regularly have to apply separately in order to be considered! You do not automatically take part in the allocation by lottery draw!

Applications for this procedure for master’s programs have to be submitted by email until 15th August for the fall semester and until 1st February for the spring semester (provided that admissions for the spring semester are possible).

a. **Form:** The application needs to be submitted by email. For each degree program, a separate application is required. Informal style is sufficient.

b. **Necessary documents:** The following documents need to be submitted:
   - University entrance qualification
   - If you have studied in Germany before: certificates disclosing the following information: amount of semesters, academic achievements acquired so far and whether you are still allowed to take exams.
Certificates proving that the relevant requirements for admission are fulfilled according to the respective Selection Statute of the master’s program.

Applicants for an advanced semester need to include a certificate from the examination board concerning the transfer of credits as well as the classification regarding the subject-related semester for the relevant master’s program. Without this classification, your application cannot be considered.

c. The official letter of admission is sent in written form. Please note that only accepted applicants will receive a notification.

### 3.10 HARDSHIP EXEMPTIONS

If you are either bound to the city of Mannheim, or if a further delay in beginning your studies cannot be accepted (e.g. due to health problems, family circumstances or economic reasons) you may apply for a hardship exemption. In this case, please upload a letter as well as official proof, like medical reports or official certificates in the upload field 7.

Supporting documents for a hardship case application need to have arrived at the Admissions Office by the end of the application period.

### 3.11 CONNECTED TO A LOCATION IN THE PUBLIC’S INTEREST

Applicants who are connected to a location in the public’s interest are asked to upload corresponding proof in the upload field 7. One percent of study places are allocated to students in this situation.

### 4. FURTHER INFORMATION

#### 4.1 SEMESTER FEES

If you wish to enroll at the University of Mannheim, you have to pay the semester contribution (about EUR 190.) for administration costs, Studierendenwerk and the fee for the Student Body Representative Committee.

More information on the semester fee can be found in the enrollment documents.

Please note: For the Master of Comparative Business Law additional costs will arise. For more information, please contact the departmental advisory service (see point: 1.5).

#### 4.2 TUITION FEES

**Important notice:** starting from fall semester 2017 the Federal State of Baden-Württemberg has implemented tuition fees.

The tuition fees affect all international students who are about to study in Germany at one of the universities in Baden-Württemberg. The tuition fee amounts to EUR 1,500 per semester. Students who are already enrolled at one of the universities in Baden-Württemberg will not have to pay the tuition fee and will be able to graduate in their aspired degree program at their current university under the current conditions (retention of acquired rights).

This change does not apply to students who are EU citizens or citizens of a member state of the European Economic Area (EEA) as well as to refugees. Moreover, this change neither affects foreign students who hold a German university entrance qualification (e.g. Abitur) nor students with established living conditions in Germany.
Students from the EU and the EEA member states and German citizens or foreign students with a German university entrance qualification, who already hold a German bachelor's or German master's degree, have to pay tuition fees when gaining their second degree of the same level. This fee amounts to EUR 650.

4.3 COURSE CATALOG

The University of Mannheim course catalog is published a few weeks before the start of lectures on our website www.uni-mannheim.de. Annotated course directories (kommentierte Vorlesungsverzeichnisse) are offered by the respective schools and contain detailed information about course contents and prerequisites for obtaining result certificates. They are available on the department websites.

4.4 REPRESENTATIVE FOR STUDENTS WITH SPECIAL NEEDS

Students with special needs may contact Ms. Stefanie Knapp, e-mail: stefanie.knapp@verwaltung.uni-mannheim.de
Opening hours are by appointment. Location: L1, 1, room 128.

4.5 STUDIERENDENWERK (RESPONSIBLE FOR HOUSING, CATERING, COUNSELLING)

The Studierendenwerk is located in the “Mensa am Schloss”

Semester contribution:
Before you enroll, you have to pay the semester contribution. It covers the costs of the “Studierendenwerk”, so that e.g. the meals in the cafeteria remain affordable.

Accommodation:
There are more than 3,000 places in student residence halls owned by the „Studierendenwerk“. For information about accommodation, please contact the „Wohnraumverwaltung des Studierendenwerks Mannheim“.

Catering and dining:
In the „Mensa“, you get good value for your money: the subsidised meals are priced from EUR 2.80 and above; vegetarian options are also available.

More Information can be found here:
www.stw-ma.de
www.facebook.com/stw.ma
www.instagram.com/studierendenwerk_mannheim
4.6 COURSE GUIDANCE

If you have got any questions concerning your degree program, please contact the relevant Studienbüro (Student Services Office: https://www.uni-mannheim.de/en/academics/during-your-studies/student-services/).

**Studienbüro I:**  
Mannheim Master in Management; Economics; Business Informatics; Mannheim Master in Data Science, Mathematics in Business and Economics; Economic and Business Education

**Studienbüro II:**  
History; Intercultural German Studies; Language and Communication; Literature, Master of Education; Media and Culture in the Modern Era; Media and Communication Studies: Digital Communication; Master of Comparative Business Law; Master of Laws; Master of Competition Law and Regulation; Political Science; Psychology; Sociology; as well as all Master degrees in Culture and Economy

Furthermore, the individual schools usually offer information sessions at the beginning of the semester on how to structure your timetable for example. Moreover, there are faculty members who will help you with any questions that may arise. Contact details are to be found on the departmental websites.
5. IMPORTANT DATES:

<table>
<thead>
<tr>
<th>All dates as of 07 April</th>
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</thead>
<tbody>
<tr>
<td>Semester dates: 01\textsuperscript{st} August 2020 to 31\textsuperscript{st} January 2021</td>
</tr>
<tr>
<td>Expected Enrollment for international students: End of August 2020</td>
</tr>
<tr>
<td>Lecture dates: 07\textsuperscript{th} September 2020 to 11\textsuperscript{th} December 2020</td>
</tr>
</tbody>
</table>

Please note: Office hours are limited outside of lecture periods. Changes are published on our website www.bewerbung.uni-mannheim.de or on www.uni-mannheim.de/aaa