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**Study Regulations
for the Program Option "Business Research"
in the Master's Program "Mannheim Master in Management" of the University of Mannheim
as of 26 May 2021**

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Section 1 – Program Option; Definition and Admission Requirements

- (1) ¹Students who are enrolled in the master's program "Mannheim Master in Management" (Master of Science) can be admitted to a track of the program option Business Research. ²Admission to a track of the program option is only possible for students who
1. are enrolled in their second semester in the master's program "Mannheim Master in Management"
 2. can provide proof of completed coursework and examinations in their first semester amounting to at least 30 ECTS credits and
 3. can provide proof of an average grade of 2.0 or better in the master's program "Mannheim Master in Management".
- ³Applicants who do not meet the criteria listed in sentence 2 will be excluded from the selection process.
- (2) Students choose their track once they submit their letter of motivation for the program option Business Research in their application.
- (3) The program option Business Research is taught together with the doctoral program in Business at the Center for Doctoral Studies in Business (CDSB) at the Graduate School of Economic and Social Sciences (GESS) of the University of Mannheim.
- (4) Business research students are all the students who are enrolled in the master's program "Mannheim Master in Management" at the University of Mannheim and were additionally admitted to a track of the program option Business Research.

Section 2– General Provisions

- (1) Unless specified otherwise in these Study Regulations, the examination regulations of the University of Mannheim for the master's program "Mannheim Master in Management" (hereinafter called Examination Regulations) also apply to all students who enroll in the program option Business Research.
- (2) For the coursework and examinations that must be completed at the CDSB, the regulations of section 21 of the study regulations for the doctoral program in Business and the course catalogs of the CDSB apply in line with the rules of these Study Regulations in their current version. The number of places for each track of the program option Business Research depends on how many students can be supervised at the CDSB.

Section 3 - Selection Process for the Program Option Business Research

- (1) The CDSB publishes the application period and the relevant deadlines as well as the number of places for each track at least six weeks prior to the deadlines in an adequate way.
- (2) ¹All applications that will be considered must be submitted to the CDSB in electronic form by the given deadline and include the following documents:
1. Current transcript of records including all completed examinations during the first semester of the master's program "Mannheim Master in Management".
 2. A letter of motivation in English of max. 500 words.
 3. An academic essay written by the applicant (at least 10 pages and max. 20 pages, preferably in English).
 4. A university entrance qualification (HZB) or its equivalent from a foreign school.
 5. Bachelor's degree certificate including individual grades

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6. A letter of recommendation from a university teacher of the Business School who is able to judge the academic capacity of the applicant.
 7. Proof of a Graduate Management Admission Test (GMAT). Proof can be submitted in form of the "Official Score Report/School Copy". ²Proof of successful completion of the Graduate Record Examination (GRE) may be accepted as an alternative to the GMAT.
- (3) The university may request original or notarized copies of the documents to be submitted with the application. Participation in the program option may be denied if the documents do not fulfill the requirements of the university; this includes the form of the documents.
- (4) ¹The admission and examination committee of the Graduate School of Economic and Social Sciences (GESS) of the University of Mannheim is appointed by the dean's office of the Business School in order to prepare the selection of the participants for a track of the program option Business Research. ²When appointing the admission and examination committee, the dean's office decides about the number of other members and their term of office. ³The program director of the doctoral program in Business at the CDSB is the chair of the admission and examination committee. Based on the recommendation of the respective track manager, they evaluate the documents that were submitted as proof for the eligibility and motivation of the applicants.
- (5) After a two-stage selection process, the decision to select applicants for the available places in each track of the program option Business research is based on the applicants' capacities to perform in-depth scientific research, their sufficient personal motivation as well as their subject-specific qualifications.
- (6) ¹The first stage of the selection process is based on the written application documents and aims at identifying the prospective capacity to perform in-depth scientific research in the chosen track. ²The admission and examination committee creates a ranking for each track with all respective applicants based on the following criteria:
1. 1 point for the overall grade of the HBZ if this is 2.0 or better.
 2. Max. 2 points for the grade of the bachelor's degree.
 3. Max. 2 points for a GMAT result with a minimum score of 650 points or a comparable result in the GRE.
 4. Max. 5 points for the letter of motivation.
 5. Max. 5 points for the academic essay.
 6. Max. 5 points for the letter of recommendation.
- (7) ¹Applicants who reach at least half of these 20 points in the first stage are invited for an interview. ²The number of applicants who are invited for an interview must not exceed double of the number of available places in the respective track. ³The interview must last at least 15 minutes and no more than 30 minutes.
- (8) ¹The interview aims at determining if an applicant is sufficiently motivated and qualified in the subject area of the chosen track. ²The abovementioned criteria are used to award points; the following basis applies:
1. Max. 10 points may be given for personal motivation and qualifications in the subject area.
 2. Max. 10 more points may be given for the capacity to perform in-depth scientific research.
- ³The admission and examination committee decides how many points are awarded.

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- (9) ¹The admission and examination committee creates a final ranking for each track in which the scores are added according to section 8. ²If students reach more than half of the max. 20 points, the selected is made in descending order for each track. ³If several applicants reach the same score and spaces are limited, selection is decided by lot. ⁴If there are fewer eligible applicants than places per track after the selection procedure has ended, these places remain vacant.
- (10) ¹The admission and examination committee informs the examination committee about the eligible applicants for each track of the program option Business Research. ²The examination committee is responsible for making the selection and informs the Student Services about the chosen students. ³Admission to the program option Business Research at the CDSB does not influence admission to the Graduate School of Economic and Social Sciences (GESS) at a later point in time.

Section 4 - Contents and Structure of the Program Option Business Research

- (1) ¹In order prepare for writing a high-profile dissertation, the students in the program option Business Research have the option to choose modules from the doctoral program in Business at the CDSB of the University of Mannheim for their chosen track and have these recognized at a later point in time. ²The following tracks are available in the subject area Business Research:
1. Accounting (18-49 ECTS credits);
 2. Finance (18-49 ECTS credits);
 3. Information Systems (18-48 ECTS credits);
 4. Management (18-49 ECTS credits);
 5. Marketing (18-48 ECTS credits);
 6. Operations Management (18-51 ECTS credits);
 7. Taxation (18-54 ECTS credits).
- (2) The details on the available modules in each track and the corresponding exams are specified in the attachment of the study regulations of the doctoral program in Business in conjunction with the course catalog of the CDSB.
- (3) Students complete the program option Business Research in addition to the subject areas mentioned in section 3 subsection 1 sentence 1 numbers 1 to 5 of the Examination Regulations.
- (4) If students were admitted to a track of the program option Business Research and completed the modules for the respective track, the number of ECTS credits that are to be obtained in the subject area of Business Administration is reduced by the number of ECTS credits acquired in the subject area Business Research; by way of derogation from section 3 subsection 1 sentence 1 number 3 of the Examination Regulations, the minimum number of ECTS credits to be obtained in the subject area of Business Administration must not be reached.
- (5) ¹Students who participate in the program option Business Research can choose between the modules that are marked as mandatory courses, mandatory elective courses and the elective course of the study program of the chosen track from the doctoral program in business of the CDSB, provided that these are elective modules. ²Students who participate in the program option Business Research choose the modules from the courses offered in the first and second semester of the chosen track of the doctoral program in Business at the CDSB independently. ³The dissertation proposal cannot be chosen. ⁴To choose, the student must bindingly register for the first examination attempt in a module.

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Section 5 - Registration and Admission to Exams in the Program Option Business Research

- (1) ¹Before the start of a semester, students must register for courses of a module in the online course catalog on the CDSB website. ²It is the students' responsibility to register for the regular examination date at the Student Services; it is to be done strictly within the registration periods set by the Student Services before taking the examination (registration period). ³The Student Services can extend the registration period (late registration). ⁴After the registration period has ended, students can only withdraw from an exam during the withdrawal period that is determined by the Student Services (withdrawal). ⁵Once the withdrawal period has ended, the registration for an examination attempt is binding.
- (2) ¹If the examination takes place before the start of the registration period and the students are therefore unable to register at the Student Services before the examination, the students are registered bindingly as soon as they accept the task of the examination from the examiner (participation). ²In this case, students are admitted to the respective examination by the examiner as soon as they are given the task; it is the students' responsibility to provide the examiner with the information that is required for their admission.

Section 6 - Completing the Program Option Business Research

¹The subject area Business Research is passed if the defined minimum number of ECTS credits was obtained. ²In their chosen track, students can complete the respective examinations in order to obtain the defined maximum number of ECTS credits.

Section 7 - Failing and Retaking Examinations; Failing the Final Examination Attempt

- (1) Failed examinations in the subject area Business Research can generally be retaken once.
- (2) ¹The failure of an examination is final if the last available attempt at the examination was not passed. ²Failing the final attempt at an examination terminates the examination process.
- (3) If a final examination attempt of a module is failed, the student can choose to register for the first attempt of another available module on a voluntary basis in order to obtain the remaining minimum number of ECTS credits.
- (4) ¹The subject area Business Research is failed if the defined minimum number of ECTS credits cannot be obtained anymore by passing the corresponding examinations. ²If, at the time of failing the subject area Business Research, a student has already successfully completed examinations, these will be listed in the transcript of records as additional examinations. However, they are not taken into account for the master's examination or for the calculation of the subject area grade or the final grade. ³The rules defined in the Examination Regulations for the recognition of coursework and examinations remain unaffected. ⁴Other ongoing examination processes in the failed subject area Business Research are terminated when the student fails the exam. ⁵If a student fails the program option Business Research, the examination committee does not issue a notification; the student does not lose their eligibility to take exams in accordance with section 32 subsection 5 sentence 3 alternative 1 LHG. ⁶The possibility to complete the degree program according to the Examination Regulations without the program option Business Research remains unaffected; the rules stipulated in the Examination Regulations on the maximum period of study remain unaffected.

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Section 8 – Calculation of the Subject Area Grade; Master's Examination

- (1)¹The grade for the subject area Business Research is calculated as stipulated in section 31 subsection 1 of the Examination Regulations. ²Section 31 subsections 4 and 5 of the Examination Regulations apply accordingly.
- (2) The subject area Business Research with the corresponding ECTS credits and the achieved subject area grade are listed on the master's degree certificate.

Section 9 - Commencement

¹ These Study Regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). ²The regulations for the application and the selection process apply for the first time for the selection process for the fall semester 2021/2022. ³Moreover, these Study Regulations apply for the first time to students who pursue a track of the program option as of the fall semester 2021/2022.