

Notice:
Fall semester starting 04 September 2017!

INFORMATION ON MASTER'S PROGRAMS AT THE UNIVERSITY OF MANNHEIM FALL SEMESTER 2017

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 2017.

Please note: All information is **current as at 30th January 2017 and subject to changes. Changes are possible both with respect to application process and Selection Statutes.** Therefore, please check our website www.bewerbung.uni-mannheim.de regularly.



Please apply as early as possible!!!

In doing so, you will give us the chance to check your application for completeness and to request missing documents via e-mail if necessary.

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.

Please refer to the German brochure "Infos für das Masterstudium" if you are interested in a German master's program as this guide focuses on master's programs taught in **English**.

The University of Mannheim offers a two step application procedure. Firstly, you need to apply online; secondly, you need to send your application form for admission together with all supporting documents by post to the Admissions Office.

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:

Admissions Office:

Visitor address: L 1, 1, (entrance B), first floor
Postal address: Universität Mannheim
Zulassungsstelle
Postfach 103462
68131 Mannheim

Head of Admissions Office: Ms. Kloppenburg
Co-Director of Admissions Office: Mr. Braun

Contact: Mrs. Dörr / Mr. Braun (room 157)
Ms. Kendzia (room 158) International applicants
Mrs. Sinn (room 158) Applicants with refugee background,
International applicants

Internet: <http://www.uni-mannheim.de/application>

Phone consultation: until 31.03.2017 Tue 10:00am – 12:00pm
01.04. to 15.07. Mo 12:00pm – 01:00pm
Wed 01:00pm – 02:00pm

Phone Admissions Office:
...German applicants: 0621/181-1199 or -1279
...foreign applicants 0621/181-3517 or -1259

Fax number: 0621/181-1229
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)

Bank Account: Universität Mannheim
Baden-Württembergische Bank
Account No: 1379273
Bank Code: 60050101
IBAN: DE23 6005 0101 0001 3792 73
BIC: SOLA DE ST 600

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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.** However, the online application is **obligatory for all programs.**

1.3 Application form for admission

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 deadlines for the fall semester 2017 are listed in the table below. Please note: These are definitive deadlines, which means the application form for admission together with all supporting documents must have arrived at the Admissions Office by the specific deadline.

Application to the Admissions Office Master's Programs	Application deadlines for the fall semester 2017	Application deadlines for the spring semester 2018 <i>(*Allocation of study places only if places are available.)</i>	Course language
Economics (Volkswirtschaftslehre)	15.03. – 30.04.	Application only for the fall semester!	English
Intercultural German Studies			German
Political Science			English
Sociology			English
History	15.03. – 31.05.	01.10.-15.11.	German
Culture and Economy:			German
- English and American Studies			
- German Studies			
- History			
- French Studies			
- Hispanic Studies			
- Italian Studies			
- Media and Communication Studies*			
- Philosophy			
Mannheim Master in Data Science	15.03. – 31.05.	01.10.-15.11.	English
Business Informatics			English
Mathematics in Business and Economics			German
Literature, Media and Culture in the Modern Era	15.03. – 31.05.	<i>*01.10.-15.11. only if spots available</i>	German
Economic and Business Education			German
Language and Communication	15.03. – 31.05.	Application only for the fall semester!	German
Media and Communication Studies: Digital Communication			German
Mannheim Master in Business Research			English
Mannheim Master in Management			German/English
Master of Laws			German
Master of Comparative Business Law			English
Master of Competition Law and Regulation*			German
Psychology: Cognitive and Clinical Psychology			German
Psychology: Work, Economy and Society			German

*degree course still under decision

Academic Programs of the Mannheim Business School (with tuition fees)	
Mannheim Master of Accounting & Taxation	Application to be directed to the Mannheim Business School More information on the programs can be found here: http://www.mannheim-business-school.com E-mail: info@mannheim-business-school.com
Mannheim MBA	
Mannheim & Tongji Executive MBA	
ESSEC & Mannheim Executive MBA	

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 **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)

and

- if you are a **foreign applicant without a German university entrance qualification or a bachelor's degree acquired in Germany**

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.

Applicants from Chinese, Mongolian 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 Ulan Bator (www.ulan-bator.diplo.de) or the German Embassy in Hanoi (www.hanoi.diplo.de).

Many questions are very subject-specific. In this case, please contact the **departmental advisory service**:

<ul style="list-style-type: none"> • History • Culture and Economy • Media and Communication Studies: Digital Communication • Language and Communication • Literature, Media and Culture in the Modern Era 	Sebastian Hепен Phone.: 0621/181-2160	master@phil.uni-mannheim.de http://master.phil.uni-mannheim.de/
▪ Economics	Benjamin Kretzer Phone: 0621/181-1763	econgrad@uni-mannheim.de http://master.vwl.uni-mannheim.de
▪ Intercultural German Studies	Dr. Regine Zeller Phone: 0621/181-2323	icgs@uni-mannheim.de http://master.phil.uni-mannheim.de/
▪ Mannheim Master in Business Research	Natalie Holm Phone: 0621/181-1463	researchmaster@bwl.uni-mannheim.de www.mnbr.uni-mannheim.de
▪ Master in Management	Julia Pfeifer Phone: 0621/181-1421	masterinfo@bwl.uni-mannheim.de www.mmm.uni-mannheim.de
▪ Master of Comparative Business Law	Meta Geisbüsch Phone: 0621/181-1321	mcbl@uni-mannheim.de http://mcbl.uni-mannheim.de
▪ Master of Laws ▪ Master of Competition Law and Regulation	Nafize Solak/ Phone: 0621/181-1309	fachstudienberatung@jura.uni-mannheim.de http://www.jura.uni-mannheim.de
▪ Political Science	Gledis Londo Phone: 0621/181-1826	pol@sowi.uni-mannheim.de http://www.sowi.uni-mannheim.de
▪ Sociology	Christian Dristram Phone: 0621-181-2188	soc@sowi.uni-mannheim.de http://www.sowi.uni-mannheim.de
▪ Psychology	Tina Penga Phone: 0621/181-2790	psy@sowi.uni-mannheim.de http://www.sowi.uni-mannheim.de
▪ Business Informatics ▪ Mannheim Master in Data Science	Christoph Kleeberg Phone: 0621/181-2441	kleeberg@wim.uni-mannheim.de http://www.wim.uni-mannheim.de
▪ Mathematics in Business and Economics	Elena Boldin Phone: 0621/181-2640	boldin@wim.uni-mannheim.de http://www.wim.uni-mannheim.de
▪ Economic and Business Education	Claudia Funk Phone: 0621/181-2194	wipaed_studiengangsmanagement@bwl.uni-mannheim.de http://wipaed.uni-mannheim.de/en/home/

2. Admission Requirements and Selection Criteria for each Master's Program

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**.

You will find a checklist stating all required documents attached to your application form for admission. Please read this checklist carefully, since incomplete applications have to be excluded from the selection process.

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 send in a current Transcript of Records. This document (original, bearing the official stamp and a signature of the university) has to arrive at the Admissions Office before the end of the application period.

Please note: Transcripts of Records containing a verification link or code can only be accepted, if this document can be downloaded **completely**.

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.

2.3 Information on the individual 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: Many of the master's programs require proof of good German language proficiency. These programs are highlighted in yellow.**

The University of Mannheim offers several courses in English within the master's programs in order to prepare the graduates for an internationally oriented career. Programs that are completely taught in English are the following: Master of Comparative Business Law, M.A. Political Science, M.A. Sociology, M.Sc. in Business Informatics, M.Sc. Economics, Mannheim Master in Data Science (M.Sc.) as well as the Mannheim Master in Business Research (M.Sc.). The Mannheim Master in Management (M.Sc.) also offers an all-English track.

2.3.1 Master of Arts – History

Admission Requirements	Selection Criteria
<ul style="list-style-type: none">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 yearsProof of German language proficiency¹	<ul style="list-style-type: none">The final grade or - for students still completing their degree - the average grade of the bachelor's degree course so farRelevant essay in German of up to 15,000 characters (incl. blanks) about a historical issueRelevant professional activities (professional training, work experience, internships²)Stays abroad during or after the bachelor's program lasting several monthsRelevant awardsRelevant publications

¹ For more information on proof of German language proficiency, please see 3.2.4

² Compulsory internships cannot be considered. However, if the internships last longer than required, this time may be considered.

2.3.2 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.

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 Proof of German language proficiency¹ Proof of English language proficiency (level B2³) 	<ul style="list-style-type: none"> The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far Selection interview Letter of motivation in English with a maximum of 500 words containing: <ul style="list-style-type: none"> Motivation for the master's program in German Studies Reasons for selecting the binational master's program offered by the University of Mannheim and the University of Waterloo Planned research focus during the master's program Professional aims Relevance of the completed bachelor's degree Relevant professional activities (professional training, work experience, internships²) Stays abroad during or after the bachelor's program lasting several months Scientific presentations as well as publications Relevant awards

* The degree could only be accepted as equivalent if it was passed in German Studies ('Germanistik', **not** in 'Deutsch als Fremdsprache') including at least five courses in German literature and/or German linguistics equivalent to one basic and one advanced module.

2.3.3 Master of Arts – Culture and Economy: English and American Studies

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 studies⁴ within the core subject English and American Studies Proof of German language proficiency¹ Proof of English language proficiency (level C1³) 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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, internships²) Stays abroad during or after the bachelor's program lasting several months Relevant awards (scientific presentations, publications, scholarships)

³ The “Common European Framework of Reference” was developed by the European Council to standardize the levels of language skills in Europe. Level A corresponds to an elementary level, level B corresponds to a sufficient level and level C corresponds to a competent level. Each level is divided into different sub-levels. Level C1 corresponds to an advanced level, level C2 corresponds to almost mother-tongue level.

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.

2.3.4 Master of Arts – Culture and Economy: French Studies

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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)⁴ or equivalent qualifications in French studies • Proof of German language proficiency¹ • Proof of French language proficiency (level C1³) 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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, internships²) • Stays abroad during or after the bachelor's program lasting several months • Relevant awards (scientific presentations, publications, scholarships) • Volunteer work

2.3.5 Master of Arts – Culture and Economy: German Studies

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 proficiency¹ 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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)

2.3.6 Master of Arts – Culture and Economy: Hispanic Studies

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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)⁴ or equivalent qualifications in Hispanic Studies • Proof of German language proficiency¹ • Proof of very good Spanish languages skills (level C1³) 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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, internships²) • Stays abroad during or after the bachelor's program lasting several months • Relevant awards (scientific presentations, publications, scholarships) • Volunteer work

2.3.7 Master of Arts – Culture and Economy: History

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 History⁵ • Proof of German language proficiency¹ 	<ul style="list-style-type: none"> • 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, internships²) • Stays abroad during or after the bachelor's program lasting several months • Relevant awards (scientific presentations, publications, scholarships)

2.3.8 Master of Arts – Culture and Economy: Italian Studies

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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)⁴ or equivalent qualifications in Italian Studies • Proof of German language proficiency¹ • Proof of Italian language proficiency (level C1³) 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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, internships²) • Stays abroad during or after the bachelor's program lasting several months • Relevant awards (scientific presentations, publications, scholarships) • Volunteer work

2.3.9 Master of Arts – Culture and Economy: Philosophy

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 Philosophy⁶ • Proof of German language proficiency¹ 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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, internships²) • Stays abroad during or after the bachelor's program lasting several months • Relevant awards (scientific presentations, publications, scholarships)

⁵ 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.

⁶ 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.

2.3.10 Master of Arts – Culture and Economy: Media and Communication Studies

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 60 ECTS in the field of Media and Communication Studies as well as 10 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 proficiency¹ 	<ul style="list-style-type: none"> 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, internships²) Stays abroad during or after the bachelor's program lasting several months Relevant awards (scientific presentations, publications, scholarships)

2.3.11 Master of Arts – Language and Communication

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 proficiency¹ Proof of English language proficiency⁷ 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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, internships²) Stays abroad during or after the bachelor's program lasting several months Relevant awards (scientific presentations, publications, scholarships) Volunteer work

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

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 proficiency¹ Proof of English language proficiency (level B2)⁷ 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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, internships²) Stays abroad during or after the bachelor's program lasting several months Relevant awards (scientific presentations, publications, scholarships)

2.3.13 Master of Arts – Media and Communication Studies: Digital Communication

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 60 ECTS in the field of Media and Communication Studies as well as 10 ECTS in the field of research methods • Proof of German language proficiency¹ • Proof of English language proficiency³ 	<ul style="list-style-type: none"> • 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)

2.3.14 Master of Arts – Political Science

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 "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 proficiency⁷ • 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). 	<ul style="list-style-type: none"> • 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 English or German (max. 5,000 words)

2.3.15 Master of Arts – Sociology

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 proficiency⁷ • 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). 	<ul style="list-style-type: none"> • The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far • 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). • A letter of motivation in English or German with a maximum of 500 words. • A text sample in English (max. 3,000 words)

⁷ For further Information about good English language skills, see point 3.2.3

2.3.16 Master of Science – Business Informatics

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 proficiency⁷ 	<ul style="list-style-type: none"> 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

2.3.17 Mannheim Master in Data Science

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 50 ECTS* in the field of Informatics, Mathematics, Statistics or Empirical Research. Proof of English language proficiency⁷ 	<ul style="list-style-type: none"> The final grade or - for students still completing their degree - the average grade of the bachelor's degree program so far Amount of ECTS and grade in following subjects: Informatics, Mathematics, Statistics and Empirical Research Methods Semester abroad Relevant professional activities

*ECTS, which have been obtained within an empirical bachelor thesis, may be considered.

2.3.18 Master of Science – Mathematics in Business and Economics

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> 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 proficiency¹ 	<ul style="list-style-type: none"> 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)

2.3.19 Master of Science – Economics

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • A completed bachelor's degree (standard period of study: at least 3 years) in Economics or an equivalent degree recognized by the admissions committee • A final grade (grade point average) of at least 2.5 (German grading system) • A "Letter of Motivation" in English (max. 500 words) • Proof of English language proficiency⁷ <p>Individual exceptions and alternative requirements are subject to the admissions committee's decision.</p>	<p>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.</p> <p>ad (1) The following documents are considered in the review:</p> <ul style="list-style-type: none"> • Letter of motivation • Transcript of Records listing all course (credits and grades) • Two letters of recommendation by different professors⁸. <p>Additionally, the following documents may be submitted and considered in the review:</p> <ul style="list-style-type: none"> • 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

2.3.20 Master of Science – Economic and Business Education

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 proficiency¹ 	<ul style="list-style-type: none"> • 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.

2.3.21 Master of Science – Mannheim Master in Business Research

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 • GMAT score of at least 630 credits (see point 3.2.5) 	<ul style="list-style-type: none"> • 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 • Semester abroad (during the bachelor's study program) • Academic qualifications in the field of methods of economics • Academic essay in English (up to 10 pages)

The Master's program Mannheim Master in Business Research offers the following study tracks: Accounting, Finance, Information Systems, Management, Marketing, Operations, Taxation

The MMBR distinguishes itself through a strong and above average focus on research. The program offers an ideal preparation for a structured PhD program as offered by the Center for Doctoral Studies in Business (CDSB). MMBR graduates can abbreviate the PhD program offered by the CDSB by one year and will use their Master thesis as a research proposal.

⁸ For further information concerning the letters of recommendation, please have a look on our website.

2.3.22 Master of Science – Mannheim Master in Management

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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)¹ • GMAT score of at least 600 credits (see point 3.2.5) 	<ul style="list-style-type: none"> • 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 • Commercial or comparable relevant professional activities • Semester abroad (during the bachelor's study program) • Extraordinary achievements or qualifications

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.**

2.3.23 Master of Science – Psychology: Cognitive and Clinical Psychology

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • a) 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: <ul style="list-style-type: none"> ➢ 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: <ul style="list-style-type: none"> ➢ Biological psychology or physiology (at least 6 ECTS) ➢ Clinical psychology (at least 8 ECTS) • Proof of German language proficiency¹ 	<ul style="list-style-type: none"> • 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 • Result of the admissions test (optional) (The admissions test for the master's programs in Psychology may be passed at the University of Mannheim. By passing the test, applicants may acquire up to 10 points for the selection process. Place and time of the test will be published on the website of the Admissions Office by 15 March of each year.) • Exceptional qualifications relevant to the program, e.g. internships (lasting at least 3 months), professional education, relevant stays abroad, awards, etc.

2.3.24 Master of Science – Psychology: Work, Economy and Society

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • a) 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: <ul style="list-style-type: none"> ➢ 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: <ul style="list-style-type: none"> ➢ Business and Organizational Psychology, Consumer and Advertising Psychology or Educational Psychology (at least 8 ECTS) • Proof of German language proficiency¹ 	<ul style="list-style-type: none"> • 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 • Result of the admissions test (optional) (The admissions test for the master's programs in Psychology may be passed at the University of Mannheim. By passing the test, applicants may acquire up to 10 points for the selection process. Place and time of the test will be published on the website of the Admissions Office by 1 June of each year.) • Exceptional qualifications relevant to the program, e.g. internships (lasting at least 3 months), professional education, relevant stays abroad, awards, etc.

2.3.25 Comparative Business Law (M.C.B.L.) Mannheim/ Adelaide

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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 proficiency⁷ 	<ul style="list-style-type: none"> • 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

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!

2.3.26 Master of Laws (LL.M)

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • A completed studies at a university in Germany or abroad with standard period of study of at least 3 years, in: <ul style="list-style-type: none"> ○ law and business related degree course with at least 100 ECTS credits in Legal Studies and at least 40 ECTS credits in Business Studies ○ or a law degree course ○ or a business degree course with at least 16 ECTS credits in the field of Legal Studies ○ or a degree course recognized by the Selection Committee as equivalent, with at least 16 ECTS credits in Legal Studies. • Proof of German language proficiency¹ • Proof of English language proficiency⁷ 	<ul style="list-style-type: none"> • 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

2.3.27 Master of Competition Law and Regulation (LL.M)

Admission Requirements	Selection Criteria
<ul style="list-style-type: none"> • 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 Berufshochschule), Standard period of study: at least 3 years. • Proof of German language proficiency¹ • Proof of English language proficiency⁷ 	<ul style="list-style-type: none"> • 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

3. The Application Process of the University of Mannheim

The University of Mannheim offers its applicants a two-step application process. Firstly, you have to apply online; secondly, you need to send your application form for admission together with all supporting documents by post to the Admissions Office.

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 has 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 online, please print the application form for admission. Please make sure not to change any data by hand on the printed form without contacting the Admissions Office. Please submit amongst others the following documents by post to the Admissions Office (postal address see point 3.2)

- 1) Printed and signed Application Form for Admission
- 2) University entrance qualification (e.g. High School Diploma, School Leaving Certificate, Attestat, etc.). Please note: A degree obtained at a German University also qualifies as a university entrance qualification

- 3) *Proof of the fulfilled admission requirements for your chosen master's program (e.g. notarized transcript of records, proof of required language proficiency, etc.)*
- 4) *Certificate of enrollment listing all semesters at German universities*
- 5) *Curriculum Vitae*

Attached to the application form for admission, you will find a checklist that will help you to compile all documents. **Please read this list carefully since incomplete applications have to be excluded from the admissions process.**

All documents proving admission requirements (see point 2.3) have to be provided as **notarized copies**.

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 (especially relevant for the Mannheim Master in Management and Master in Business Informatics) can be translated by any other person, if your university testifies the correctness by an official stamp and signature.

Please note: Transcripts of records bearing a verification link or code may only be accepted if the document **can be downloaded completely**.

3.2 Important information on the Application Form for Admission

After you have completed the online questionnaire, please print the application form for admission. **Sign it** and send the form together with the requested records and proofs to the Admissions Office. Attached to your application form for admission, you will find a checklist that will help you to check whether your documents are complete.

Only applications that have been filled in completely, which are signed and contain all the relevant documents may be considered for the admissions process. Furthermore, the application needs to have arrived at the Admissions Office by the respective application deadline.

Unfortunately, we are unable to accept applications outside of the regular application period. Moreover, in your application, you cannot refer to documents you sent in during an earlier application process or to documents that are in files of the University Mannheim. **Any documents in support of an application become property of the University Mannheim and will not be returned.** We appreciate your understanding in this matter.

Please do not submit: Original documents, photographs, an insurance certificate, proof that you have paid the semester contribution, a self-addressed stamped envelope.

Avoid loose-leaf binders and paper clips. We kindly ask you to use a filing fastener like the one below:



Please punch holes in your documents and fix them with a filing fastener on the left hand side of the file. Then send the application to

**Universität Mannheim
Bewerbungs- und Zulassungsstelle
Postfach 103462
68131 Mannheim**

or

**Universität Mannheim
Bewerbungs- und Zulassungsstelle
L1,1
68161 Mannheim**

3.2.1 Confirmation of 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.

3.2.2 Delayed submission of documents / extended deadlines

Ideally, you submit all requested documents at once and do not have to send in further documents later on. However, if you have already sent your documents in support of an application and want to hand in further documents (e.g. your bachelor's degree), you can use the form for delayed submission of documents that can be downloaded in the application portal. Please use this form also if we request for any further documents. You will find the form after you have finished your online application under "Application Management". Please note: **Delayed documents have to arrive at the Admissions Office by post before the application deadline, too.**

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 in Business Informatics, Mannheim Master in Data Science and Master in Economics:
 - Proof of English language skills may be submitted until August, 15th (for the fall semester).

3.2.3 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 provide the result either as an original or as notarized copy within the application period. Furthermore, you have to gain the minimum grades. 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 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 3.2.2 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; phone: 0621/181-1164; e-mail: info@studiumgenerale.uni-mannheim.de.

3.2.3.1 Business Informatics or Mannheim Master in Data Science

- 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 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
- 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 6.0.
- General Management Admission Test (GMAT) with a score of at least 500 points
- Graduate Record Examination (GRE), general test at least 60% in Verbal Reasoning and at least 80% in Quantitative Reasoning

- 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.

3.2.3.2 Economics

- a. A university entrance qualification acquired after at least 2 years at a school with English as language of instruction.
- b. 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.

3.2.3.3 Master of Laws, Master of Comparative Business Law (Mannheim track), Master of Competition Law and Regulation

- 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

3.2.3.4 Master of Comparative Business Law (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”)

3.2.3.5 Culture and Economy:

- proof of language skills according to the chosen major on level C1.

3.2.3.6 Intercultural German Studies, Media and Communication Studies, Language and Communication, Literature, Media and Culture in the Modern Era:

- proof of English language skills on level B2. For more information, please refer to the corresponding Selection Statute as well as on point 2.3.

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

3.2.3.7 Political Science, Sociology:

- 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 (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:
 - 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.
 - 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 6.0.

3.2.4 Proof of German language proficiency

For some of the master's programs, applicants have to prove a minimum of German language skills. The following proofs can be accepted:

- a. All-German university entrance qualification
- b. Completed degree in a study program taught completely in German

If *a*. or *b*. does not apply, applicants need to pass one of the following tests:

- Test DaF, with 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
- telc Deutsch C1 Hochschule
- Goethe-Zertifikat C1 or better
- Report of the „Zentrale Oberstufenprüfung (ZOP)“ of the Goethe-Institute passed at an 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 „Ludwig-Maximilians-University München passed before January, 1st 2012
- Austrian language certificate (ÖSD) C1 or better

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

- deutschsprachige Hochschulzugangsberechtigung, die in einem Staat oder einer Region mit offizieller Amtssprache Deutsch absolviert wurde und der Deutsch als Unterrichtssprache zugrunde lag.
- deutschsprachiger Hochschulabschluss, der in einem Staat oder einer Region mit offizieller Amtssprache Deutsch absolviert wurde und dem Deutsch als Unterrichtssprache zugrunde lag.
- Hochschulreifepfung nach der Ordnung der Prüfung zur Erlangung eines Zeugnisses der deutschen Hochschulreife an deutschen Schulen im Ausland, die zum Sekundarabschluss nach den Landesbestimmungen führen
- Der Deutschnachweis im französischen Diplome du Baccalaureat, das nach dem Besuch eines zweisprachigen deutsch-französischen Zweigs einer Sekundarschule erworben wurde.
- US-Advanced Placement-Prüfung (AP-Prüfung) im Fach Deutsch.
- Abschlusszeugnis der Oberstufe des Sekundarunterrichts aus der Deutschsprachigen Gemeinschaft des Königreichs Belgien
- Sekundarschulabschlusszeugnisse aus dem Großherzogtum Luxemburg
- Reifediplome der Schulen mit Deutsch als Unterrichtssprache aus der Autonomen Provinz Bozen-Südtirol (Italien)
- Abschlusszeugnis der internationalen Sektion deutscher Sprache am Liceo Gimnasiale „Luigi Galvani“ in Bologna
- Abschlusszeugnis eines deutsch-irischen zweisprachigen Sekundarschulabschlusses (bilingual Leaving Certificate) an der Deutschen Schule Dublin, St. Kilian's
- Abschlusszeugnis der bilingualen Abteilung am Liceo Gimnasio Statale „Romagnosi“ in Parma und am Liceo Classico Statale Socrate in Bari

3.2.5 GMAT

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; Mannheim Master in Business Research) 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') or at least 630 (for the master's program 'Mannheim Master in Business Research'). Only the „Official Score Report/ **School Copy**” can be accepted as proof. The online access of the result is also accepted. In general, we will receive the result electronically, if you ask your test provider to send the result to the University of Mannheim. Please bear in mind that even the electronic transmission may take between 7 to 14 days.

3.2.6 Proof of extracurricular activities

If you want to prove extracurricular activities in your application, you have to submit documents which state your activities and qualifications. You may use the form “Template Extracurricular Activities” which can be found on the website 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.

3.2.7 Dispatch of Notifications

Usually, the applicants for master's programs receive the decision shortly after the close of the deadline.

If you expect not to be at home when the official notifications are delivered, we advise you to have another person authorized who may open your post and inform you. Further information about the process of enrolment 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.

3.2.8 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). Therefore, please use the checklist attached to the application form to check whether your documents are complete! In case of trials concerning selective degree courses, the University of Mannheim reserves the right to be represented by a lawyer.

3.2.9 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 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 in written form and signed. 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.

3.2.10 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 send 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.

4. Further Information

4.1 Semester fees

If you wish to enroll at the University of Mannheim, you have to pay the semester contribution amounting to EUR 139.35 (EUR 60 administration costs plus EUR 73.50 for the Studierendenwerk plus EUR 5.85 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).

Important notice: starting from fall semester 2017 the Federal State of Baden-Württemberg plans on implementing tuition fees.

The tuition fees will affect all international students who are about to study in Germany at one of the universities in Baden-Württemberg from the fall semester 2017/18 on. The tuition fee will probably amount 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 will 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 will affect neither foreign students who hold a German university entrance qualification (e.g. Abitur) nor students with established living conditions in Germany.

Tuition fees for the second degree (starting in the fall semester 2017/2018)

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, may have to pay tuition fees when gaining their second degree of the same level. It is expected that this fee will amount to EUR 650.

4.2 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.

4.3 Representative for students with special needs

Students with special needs may contact Ms. Stefanie Knapp, Student Services, phone 0621 181-1180, e-mail: stefanie.knapp@verwaltung.uni-mannheim.de

Opening hours are by appointment. Location: L1, 1, room 128.

4.4 Studierendenwerk (responsible for housing, catering, counselling)

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. The fee currently amounts to EUR 73.50 per semester.

For information about accommodation, please contact the „Wohnraumverwaltung des Studierendenwerks Mannheim“. There are 2,400 places in student residence halls owned by the „Studierendenwerk“.

In the „Mensa“, you get good value for your money: the subsidised meals are priced from EUR 2.90 and above; vegetarian options are also available.

For more information about enrollment and studying at the University of Mannheim, please have a look at the website of the International Office: www.uni-mannheim.de/aaa.

4.5 Course guidance

If you have got any questions concerning your degree program, please contact the relevant Studienbüro (Student Services Office).

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, Media and Culture in the Modern Era; Media and Communication Studies; 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:

Semester dates: 01st August 2017 to 31st January 2018

Lecture dates: 04th September 2017 to 08th December 2017

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.

6. Contacts for more information:

Office	Visitor address	Postal address	Phone	Internet	Opening hours	
International Office (AAA)	L 1,1 (1st floor)	Akademisches Auslandsamt der Universität Mannheim Postfach 103462 68131 Mannheim	0621/181-2222 (Hotline) 0621/181-1151 (AAA)	www.uni-mannheim.de/aaa	Mon: Wed:	9:00am – 12:00pm 2:00pm – 5:00pm
Student Services	L 1,1 (1st floor)	Studienbüros Dezernat II Postfach 103462 68131 Mannheim	0621/181-2222 (Hotline)	www.uni-mannheim.de/studienbueros	Mon: Wed:	9:00am – 12:00pm 2:00pm – 5:00pm
Express Service	L1,1 (ground floor)				Mon/Tue/ Thu: Wed: Fri:	10:00am - 12:00pm 1:00pm - 3:00pm 10:00am - 12:00pm 1:00pm - 5:00pm 10:00am – 12:00pm
Studierendenwerk Mannheim	Central Mensa	Studierendenwerk Mannheim Postfach 103037 68030 Mannheim	0621/49072-333	https://www.stw-ma.de/	Mon to Thu: Fri:	10:00am – 3:30pm 10:00am – 2:30pm