Selection Statutes for the Master's Program
"Mannheim Master in Business Research" (Master of Science)

As at 10 March 2016
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2016, pp. 9 et seqq.)

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

2. Amendment as at 12 December 2017
(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 33/2017, pp. 30 et seq.)

The present version is a non-official version including the aforementioned amendments. Only the version in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) is legally binding.

²In the German language version of these Selection Statutes, sentences 2 to 4 deal with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

Section 1 – Scope

(1) The University of Mannheim has its own selection process for the master’s program "Mannheim Master in Business Research" (Master of Science, M.Sc.). It is governed by these Statutes.

(2) ¹Sections 2 to 4 of these Statutes apply to all applications regardless of whether or not there is a limited number of study places or a selection procedure, respectively; an impediment to admission in accordance with section 4 subsection 2(1) is also considered an impediment to enrollment. ²By way of derogation from section 4 subsection 3 of these Statutes, all decisions shall be made by the examination committee instead of the admissions committee if no selection process takes place.

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

Section 2 – Deadlines

Applications for the fall semester shall be submitted by 31 May (definitive deadline).

Section 3 – Form of the Application

(1) ¹The application shall be submitted electronically in the form required by the University of Mannheim; additionally, the documents listed in subsection 2 shall be sent. ²If it is not possible to submit the application electronically due to hardship, the application may be submitted in writing or verbally on record upon request.
(2) In addition to the electronic application in accordance with subsection 1, the following documents shall be sent in print format:

a) the University Entrance Qualification (HZB) or its equivalent from a foreign school,

b) proofs that the admission requirements listed in section 4 and the selection criteria listed in section 7 are met,

c) the signed application for admission form,

d) a CV.

(3) The University of Mannheim may request the original or a notarized copy of the documents listed in subsection 2. Admission may be denied if the documents do not meet the requirements of the university; this includes the form of the documents.

Section 4 – Admission Requirements

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

1. 
   1 Applicants are required to have a bachelor's degree in Business Administration or a degree recognized as equivalent from a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie). The degree is recognized as equivalent if at least 36 ECTS credits were completed in the field of business administration. The degree must correspond to at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years.

2. 
   1 Applicants are required to have completed the GMAT (Graduate Management Admission Test) with a minimum score of 630 points. Proof can be submitted only in form of the Official Score Report/ School Copy. The test center provides online access to the Official Score Report to the university; access must be requested explicitly at the test center by the applicant. As an alternative, proof of a successfully completed GRE (Graduate Record Examination) with a result equivalent to a GMAT score of at least 630 points is accepted. For conversion, the GRE results of the two sections Verbal Reasoning and Quantitative Reasoning are placed in the following formula:

   Verbal Reasoning*6,38369593312407 + Quantitative Reasoning*10,6230921641945 -2080,74559330863.

   The result will be rounded up or down to the nearest increment of ten disregarding the decimal place. Proof can be submitted only in form of the Official Score Report. The test center provides online access to the Official Score Report to the university; access must be requested explicitly at the test center by the applicant. The admissions committee decides on exceptions from this requirement and, if applicable, determines individual requirements. If the admissions committee determines individual requirements, it shall make sure that these include proof of English proficiency.

3. 
   1 Applicants have to provide proof of excellent English proficiency. The successful completion of the GMAT in accordance with number 2 sentence 1 or of the GRE in accordance with number 2 sentence 3 serves as proof.

PLEASE NOTE:
English translations of Auswahl satzungen are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.
(2) Applicants are eligible for admission if they meet the following additional requirements:

1. There may not be any impediments to admission; such an impediment is in particular, if an applicant has lost his or her eligibility to take exams in the same program or a program in a similar field of study. In particular, this applies to the programs referred to as Business Administration, Management, Economics and Economics and Business Education.

2. Applications shall be submitted in due time and form. If the bachelor's degree in accordance with subsection 1 has not been completed by the end of the definitive deadline defined in section 2 due to the fact that individual examinations have not been completed and it is anticipated that the degree will be completed in due time before the beginning of the master's program, admission may be requested provided the applicant is able to prove completion of at least 140 ECTS credits. If the applicant is not able to submit proof of 140 completed ECTS credits and the higher education institution he or she is currently enrolled at is responsible, the applicant may nevertheless apply for admission. The institution needs to confirm that the applicant is expected to complete the degree in due time before the beginning of the master's program. In such cases, a proof of the credits earned up to then shall be submitted within the definitive deadline defined in section 2. In this case, admission is subject to the proven completion of the bachelor's degree in accordance with subsection 1(1) by the date defined in the official letter of admission or by the first registration for an exam at the latest. In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen – ZAB) is consulted.

(3) The admissions committee decides whether or not a degree or a qualification is considered equivalent or comparable and thus meets the admission requirements. The Business School guarantees a consistent procedure, in particular if more than one admissions committee is formed. For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs as well as cooperation agreements between universities shall be taken into account. In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen – ZAB) is consulted.

Section 5 – Admissions Committee

(1) The Business School appoints at least one admissions committee for the preparation of the selection process. It is composed of at least two members. The members shall be academic staff members. One member shall be a university teacher. The committee members' term of office is one year. They may be reappointed.

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

(3) The admissions committee may consult up to two additional persons familiar with the program of study; these persons do not have a vote.
Section 6 – Selection Process

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

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

Section 7 – Selection Criteria

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

1. For the final grade or the current grade average according to section 4 subsection 2 (2) a maximum of 45 points may be given. The grade is translated into points as follows:

   1.0 = 45 points,  
   1.1 = 43.5 points,  
   1.2 = 42 points,  
   1.3 = 40.5 points,  
   1.4 = 39 points,  
   1.5 = 37.5 points,  
   1.6 = 36 points,  
   1.7 = 34.5 points,  
   1.8 = 33 points,  
   1.9 = 31.5 points,  
   2.0 = 30 points,  
   2.1 = 28.5 points,  
   2.2 = 27 points,  
   2.3 = 25.5 points,  
   2.4 = 24 points,  
   2.5 = 22.5 points,  
   2.6 = 21 points,  
   2.7 = 19.5 points,  
   2.8 = 18 points,  
   2.9 = 16.5 points,  
   3.0 = 15 points,  
   3.1 = 13.5 points,  
   3.2 = 12 points,  
   3.3 = 10.5 points,  
   3.4 = 9 points,  
   3.5 = 7.5 points,  
   3.6 = 6 points,  
   3.7 = 4.5 points,  
   3.8 = 3 points,  
   3.9 = 1.5 points,  
   4.0 = 0 points.

PLEASE NOTE:  
English translations of Auswahlsatungen are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.
If the higher education institution at which the applicant is pursuing his or her bachelor’s degree does not provide the current grade average, the average grade is calculated from all module grades or examination grades weighted in ECTS credits the applicant has achieved in the course of his bachelor’s program up until the selection process. If the applicant does not provide any proof which may serve as a basis to calculate an average grade, he or she is assigned the grade “4.0” for the purpose of the selection process.

2. The result is translated into points as follows, in the case of the GRE after conversion according to section 4 subsection 1 number 2 sentences 3 to 6:
   630 and 640 = 3 points,
   650 = 7.5 points,
   660 = 12 points,
   670 = 16.5 points,
   680 = 21 points,
   690 = 25.5 points,
   700 = 30 points,
   710 = 34.5 points,
   720 = 39 points,
   730 = 43.5 points,
   740 = 48 points,
   750 = 52.5 points,
   760 = 57 points,
   770 = 61.5 points,
   780 = 66 points,
   790 = 70.5 points,
   800 = 75 points.

3. For a semester abroad and academic qualifications in research methods a maximum on 30 points may be given.
   i) For a semester abroad during the program of study 15 points may be given.
   ii) For academic qualifications in research methods a maximum of 15 points may be given. The admissions committee will evaluate each applicant individually.

4. For an essay on a business administration-related topic written in English a maximum of 75 points may be given. The topic of this essay shall thematically correspond with the track for which the applicant is applying. Its length shall be adequate for the topic. The length of the essay should, however, not exceed ten DIN A4 pages using at least font size 12 pt. Pages that consist of a bibliography shall not be taken into account. If the essay does exceed the maximum length, only the first ten pages shall be considered. The essay is evaluated by a professor or junior professor of the Business School; the dean’s office determines who shall evaluate the essay. The admissions committee is bound to this evaluation.

(2) In order to guarantee a consistent procedure, the School Council of the Business School can pass general regulations for the conversion of grades as well as for the consideration of semesters abroad or academic qualifications as well as the essay in accordance with subsection 1(1, 3, 4). The admissions committee is bound by these regulations.

PLEASE NOTE:
English translations of Auswahlsatzungen are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.
(3)  1In accordance with subsection 1(1-4), the points are added up; the maximum score is 225 points.  2Based on the score all applicants are ranked in descending order.  3In cases where several applicants hold equal rank, section 20 subsection 3 HVVO applies.

Section 8 – Commencement

1These Selection Statutes come into effect the day after their publication in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) of the University of Mannheim.  2They shall apply for the first time during the application process for the fall semester 2016/2017.

Section 2 of the amendment of 15 December 2016 stipulates:  
This amendment becomes effective the day after its announcement in the Bulletin of the President’s Office ("Bekanntmachungen des Rektorats") of the University of Mannheim. During the application process for the fall semester 2017/2018 they shall apply for the first time.

Section 2 of the amendment of 12 December 2017 stipulates:  
This amendment comes into effect the day after its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2018/2019 it shall apply for the first time.