Selection Statutes for the Master’s Program
"Mannheim Master in Management" (Master of Science)

as at 12 December 2011
(Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 26/2011 of 20 December 2011, pp. 10 et seqq.)

1st amendment as at 7 March 2013
(Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 06/2013 of 12 March 2013, p. 10)

2nd amendment as at 10 March 2016
(Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2016 of 14 March 2016, p. 15)

3rd amendment as at 12 December 2017
(Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 33/2017 of 20 December 2017, pp. 32 et seq.)

The present version is a non-official version including the aforementioned amendments. Only the version published in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) shall prevail and be binding.

In the German language version of these Selection Statutes, this sentence deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

Section 1 – Scope

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

(2) Sections 2 to 4 of these Selection Statutes apply to all applications regardless of whether or not there is a limited number of study places or a selection procedure, respectively. If there is no limited number of study places for the program, section 4 subsection 1 e) of these Statutes applies with the provision that every applicant shall provide proof of sufficient German proficiency. By way of derogation from section 4 subsection 1 d) on the determination of individual requirements for admission and by way of derogation from section 4 subsection 2 sentence 1 on the equivalency or comparability of first degrees, all decisions shall be made by the examination committee if no selection procedure takes place. Apart from that, the selection process for the aforementioned cases is subject to the Regulations on Admission and Enrollment of the University of Mannheim and other relevant statutes.
Section 2 - Deadlines

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

Section 3 - Form of the Application

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

(2) In addition to the electronic application, 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) Admission requirements for the program "Mannheim Master in Management" are

   a) submission of the application in due time and form.
   b) proof that a former admission to the same program or to a different program of business or economics with generally the same content at a higher education institution was not rescinded. The declaration has to be enclosed to the application and needs to be presented during enrollment if necessary.
   c) successful completion of a bachelor's degree in business administration or a program of study of business or economics at a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie) recognized as equivalent by the admissions committee. The bachelor's degree shall comprise at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years; and at least 36 ECTS credits or an equivalent amount of work must be completed in the field of business administration.

   If the bachelor's degree 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 can be expected 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. Within the definitive deadline defined in section 2, proof of the credits earned shall be submitted. 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, he or she may nevertheless apply for admission. The admission is subject to the institution confirming that the applicant is expected to complete the degree in due time before the beginning of the master's program. In this case, admission is subject to the proven completion of the bachelor's degree by the first registration for an exam. If proof is not provided in due time, admission to the master's program will be rescinded.

d) proof of completion of the GMAT (Graduate Management Admission Test) with a minimum score of 600 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 600 points will be accepted. For conversion, the GRE results of the two sections Verbal Reasoning and Quantitative Reasoning will be placed in the following formula:

\[
\text{Verbal Reasoning} \times 6.38369593312407 + \text{Quantitative Reasoning} \times 10.6230921641945 - 2080.7459330863.
\]

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 these requirements and, if applicable, determines individual requirements. If the admissions committee determines individual requirements, it shall make sure that these include proof of English proficiency.

e) for admission to the German-English track of study according to section 6 subsection 3, proof of German proficiency according to section 58 subsection 1 of the Act on Higher Education of Baden-Württemberg (LHG) is required. The minimum level required is C1 in accordance with the Common European Framework of Reference for Languages (CEFR). The documents listed in section 7 subsection 1 No. 3 of the Regulations on Admission and Enrollment of the University of Mannheim (ZulImmaO) may serve as proof.

(2) The admissions committee decides whether or not a degree or a qualification is considered equivalent or comparable. For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs as well as agreements within the scope of the cooperations between universities shall be taken into account. In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.

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) The ZulImmaO remains unaffected by these Statutes.

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 academic staff members whose main employer is the university. One member shall be a professor. 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 of section 1; these persons do not have a vote.

Section 6 - Selection Process

(1) The number of study places in the program "Mannheim Master in Management" is limited. If there are more applicants than places, a selection procedure takes place.

(2) The available study places for the different tracks of study are awarded according to the following system. Based on the selection criteria according to section 7 and their respective weighting, the admissions committee prepares a ranking for each study track, which reflects the applicants’ eligibility. If there are more study places than applicants for one track of study, the remaining places will be awarded within the other track of study.

(3) The study places will be awarded as follows:
   - Up to 1/5 of the available places will be awarded to applicants of the English track of study;
   - the remaining places will be awarded to applicants of the German-English track of study.

(4) The applicants shall indicate the preferred track of study in their application.

(5) The President shall decide on the candidates to be admitted on the basis of the recommendations from the admissions committee.

Section 7 - Selection Criteria

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

a) For the final grade or the current grade average according to section 4 subsection 1 c), a maximum of 60 points may be given.
The current grade average shall be calculated by the institution the applicant is currently enrolled at. If this institution does not provide the current grade average, the admissions committee will base the calculation on all examination results up to the date of the application.

b) For the result of the GMAT or the GRE (Graduate Record Examination) according to section 4 subsection 1 d), a maximum of 60 points may be given.

c) For business or comparable relevant professional activities (vocational training, work experience or internships), a semester abroad, extraordinary achievements or qualifications proving the eligibility of the applicant for the chosen program, a maximum of 30 points may be given. The activities are weighted individually in the evaluation.

i) For business or comparable relevant professional activities (vocational training, work experience or internships), a maximum of 6 points may be given. For a completed vocational training 4 points will be given. Work experience or full-time internships (with a minimum of 4 weeks and 39.5 hours/week), are weighted with 2 points each.

ii) For a semester abroad during the program of study 22 points will be given.

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 additional exceptional achievements or qualifications in accordance with sentence 1. The admissions committee is bound by these regulations.

(2) The points will be added up. Based on their score (maximum 148 points), all applicants are ranked.

(3) In cases where several applicants hold equal rank, section 20 subsection 3 of the Act on the Awarding of University Places of the Land of Baden-Württemberg (HVVO) applies.

Section 8 - Commencement

These Statutes become effective the day after their 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 2012/2013 they shall apply for the first time. At the same time the Selection Statutes for the Master's Program "Mannheim Master in Management" (Master of Science) as at 5 February 2009 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 5/2009 of 17 February 2009, p. 22), last amendment of 21 June 2011 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 15/2011 of 30 June 2011, part 1, p. 67), corrected on 28 September 2011 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 21/2011 of 4 October 2011, p.9) cease to be effective.
Article 2 of the first amendment as at 7 March 2013 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 admissions process for the fall semester 2013/2014 it shall apply for the first time.

Article 2 of the second amendment as at 9 March 2016:
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 2016/2017 it 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.