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 prevails.

Selection Statutes for the Master's Program Mannheim Master in Data Science (M.Sc.)

as at 13 December 2024

(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No 01/2025, pp. 21 et seqq.)

The present version is a non-official version including the aforementioned amendments. Only the version in the Bulletin of the President's Office is legally 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

(1) [1]If there are more applicants than study places for the abovementioned degree program, the University of Mannheim conducts its own selection process in accordance with the regulations of higher-ranking legislation. It is governed by these Statutes. [2]The decision is made in consideration of the applicants' aptitude for the degree program and the typical subsequent profession.

(2) [1]Sections 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 takes place; section 37 subsection 1 HZVO and section 6 subsection 3 sentence 4 of the regulations on admission and enrollment (Zulassungs- und Immatrikulationsordnung der Universität Mannheim, ZuImmaO) remain unaffected. [2]An impediment to admission in accordance with section 4 subsection 2 number 2 clause 2 is also considered an impediment to enrollment. [3]By way of derogation from section 4 subsection 3, all decisions must be made by the examination committee responsible for the master's program Mannheim Master in Data Science instead of the admissions committee if no selection process takes place.

(3) The regulations on admission and enrollment of the University of Mannheim (ZuImmaO) remain unaffected in its valid version unless determined otherwise in these Statutes.

Section 2 – Deadlines

(1) Applications for admission for the following fall semester must be submitted until 15 May and for the following spring semester until 15 November of each year (definitive deadlines).

(2) Proof of sufficient English proficiency may be submitted by 15 August in case of an application for the fall semester and by 15 January in case of an application for the spring semester (definitive deadlines).

Section 3 – Form of the Application

(1) [1]The application for admission form must be submitted electronically in the form required by the University of Mannheim via the web portal; additionally, the documents listed in subsection 2 must be submitted electronically or in a file format approved by the university and by means of an accepted form of electronic transfer. [2]Language test certificates that are submitted to the university directly by the test centers may be submitted in hard copy. [3]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) The following additional documents are required according to section 1 subsection 1 sentence 1 clause 2:

1. documents of proof in accordance with section 7 subsection 1 numbers 4, 5, 8 to 10 ZulImmaO,
2. documents of proof that the admission requirements listed in section 4 are met,
3. documents of proof that the selection criteria listed in section 7 are met.

(3) The University of Mannheim may request that applicants submit originals or notarized copies of the documents listed in subsection 2; originals or notarized copies may be required in particular for application for admission forms.

Section 4 – Admission Requirements

(1) Applicants for the master's program Mannheim Master in Data Science have to meet the following admission requirements:

1. [1]Applicants are required to have a bachelor's degree in informatics or mathematics, in a similar program such as bio-/geo-/financial or business informatics, business mathematics, applied/technical informatics/mathematics, an engineering degree with a focus on informatics, particularly computer or software engineering, or a degree recognized as equivalent by the admissions committee from a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie). [2]The degree is considered equivalent if the program of study includes courses equivalent to at least 70 ECTS credits in informatics, mathematics, or statistics. [3]The bachelor's degree must correspond to at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years. [4]The final grade of the degree must be at least 2.5; clause 1 applies correspondingly to the current average grade of the bachelor's program in accordance with section 7 subsection 1 number 1.

2. [1]Applicants have to provide proof of sufficient knowledge of English. [2]The successful completion of a program of study with English as language of

instruction and examination of at least 50% of the courses and examinations or a University Entrance Qualification (HZB) from a school with English as the language of instruction serves as proof. [3]If an applicant has obtained neither of the above, the following test results can serve as proof of English proficiency:

a) certificate of the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) with a score of at least 72 points; TOEFL MyBest scores are not accepted,

b) First Certificate in English (FCE) with Level C or better,

c) Certificate in Advanced English (CAE) or Cambridge English Qualification C1 Advanced,

d) Certificate of Proficiency in English (CPE),

e) International English Language Testing System – Academic Test (IELTS) with a band score of 6.0 or better.

f) Graduate Management Admission Test (GMAT) with a minimum score of 500 points.

g) Graduate Record Examination (GRE) with a score equivalent to at least 500 GMAT points. 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.

h) Certificate of the language test offered by the “Universität Mannheim Service and Marketing GmbH” with a minimum level of B2 in listening comprehension, written language, spoken language and reading comprehension.

i) continuous attendance of English classes throughout the German secondary school education with a minimum average of 7 points.

[4]Only test results obtained no more than five years prior to the deadline in accordance with section 2 subsection 1 will be recognized as proof. [5]Any other type of documents serving as proof of an applicant’s English proficiency will be considered sufficient if they can be recognized as equivalent.

3. [1]Applicants who are not German nationals or citizens of countries of the European Union or the European Economic Area or who do not hold a German university entrance qualification and who are not stateless persons must also

provide proof of a Graduate Record Examination (GRE) score of at least 162 points in the area of quantitative reasoning and at least 151 points in the area of verbal reasoning. [2]Only test results obtained no more than five years prior to the deadline in accordance with section 2 subsection 1 will be recognized as proof.

(2) Applicants are eligible for admission to the master's program "Mannheim Master in Data Science" if they meet the following additional admission requirements:

1. [1]Submission of the application in due time and form. [2]If the bachelor's degree in accordance with subsection 1 number 1 has not been completed by the end of the definitive deadline defined in section 2 subsection 1 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 Mannheim Master in Data Science, admission may be requested provided the applicant is able to prove completion of at least 130 ECTS credits. [3]Proof of the credits earned must be submitted within the definitive deadline defined in section 2 subsection 1. [4]In this case, admission is subject to the proven completion of the bachelor's degree in accordance with subsection 1 number 1 by the date defined in the official letter of admission or by the first registration for an exam at the latest. [5]If proof is not provided in due time, admission to the master's program will be rescinded.

2. There may not be any impediments to admission; a particular impediment exists if an applicant has lost their eligibility to take exams in the same program or a program in a similar field of study; section 7 subsection 1 number 5 ZuIImmaO remains unaffected.

(3) [1]The admissions committee decides whether a degree or a qualification is considered equivalent or comparable and thus meets the admission requirements. [2]The School of Business Informatics and Mathematics guarantees a consistent procedure, in particular if more than one admissions committee was formed. [3]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 must be taken into account. [4]In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.

Section 5 – Admissions Committee

(1) [1]The School of Business Informatics and Mathematics appoints at least one admissions committee for the preparation of the selection process. [2]An admissions committee is composed of at least three members. [3]The members of an admissions committee must be staff members whose main employer is the university; at least two members must belong to the group of university teachers. [4]The committee members' term of office is one year. [5]Members may be reappointed.

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

(3) The admissions committee may consult up to two additional people familiar with the relevant program of study; these people do not have a vote.

Section 6 – Selection Process

(1) The available study places for are awarded according to a system:

1. Four fifths of the study places are awarded to German nationals, citizens of countries of the European Union and the European Economic Area or applicants who hold a German university entrance qualification or stateless persons.
2. One fifth of the study places are awarded to applicants who are not German nationals or citizens of countries of the European Union and the European Economic Area and who do not hold a German university entrance qualification or are stateless persons.

(2) [1]The admissions committee selects potential students based on the selection criteria of section 7 and prepares a ranking for each contingent. [2]The President of the university decides which candidates will be admitted. This decision is based on the recommendations of the admissions committee.

(3) Admission is denied if the applicant is excluded from the admissions process due to higher-ranking law, especially if the documents as laid out in section 3 subsection 2 were not submitted in due time and form by the definitive deadline as stipulated in section 2 subsection 1 or if another impediment to admission exists.

(4) In case study places remain open in one of the two contingents even after everyone from the ranking has been considered, these study places can be used by the other contingent.

Section 7 – Selection Criteria and Preparing a Ranking

(1) The admissions committee takes the following criteria into account when preparing the ranking in the selection process for German nationals, citizens of countries of the European Union and the European Economic Area or applicants who hold a German university entrance qualification or stateless persons (ranking 1):

1. the final grade or the current average grade of the bachelor's program according to section 4 subsection 2 number 1,

2. other previous experiences that are relevant to the desired program in accordance with section 6 subsection 2 sentence 2 number 3 HZG, in particular relevant working experience (vocational training, working experience

or internships) as well as semesters abroad that prove the eligibility of the applicant for the chosen degree program and the typical subsequent profession.

(2) Each applicant in ranking 1 receives a score for each selection criterion according to the following regulations; the admissions committee evaluates the submitted documents:

1. [1]For the final grade or the current average grade of the bachelor's program according to section 4 subsection 2 number 1 a maximum of 70 points may be given. [2]The grade, including the first decimal, is translated into points. [3]70 points may be given for the grade 1.0 and 0 points may be given for the grade 2.5. [4]The points for the remaining grades in between are calculated linearly in steps of 0.1 and rounded. [5]If the higher education institution at which the applicant is pursuing their bachelor's degree does not provide the current average grade, the average grade is calculated from all module grades or examination grades weighted in ECTS credits the applicant has achieved in the course of their bachelor's program up until the selection process. [6]If the final grade or average grade is indicated in a grading system which does not correspond to the grading system used for the bachelor's programs of the School of Business Informatics and Mathematics of the University of Mannheim, the grade is converted according to the recommendations of the ZAB.

2. [1]For other previous experiences that are relevant to the desired program as described in subsection 1 number 2 a maximum of 30 points may be given. [2]In this context 10 points may be given for a semester abroad, additional semesters abroad are not taken into consideration. [3]All experiences that prove the eligibility of the applicant for the chosen degree program will be considered. [4]Working experiences are considered if they amount to a full-time employment of at least 4 weeks with at least 39.5 hours per week.

(3) [1]In accordance with subsection 2 numbers 1 to 2, the points are added up; the maximum score is 100 points. [2]Based on the score the applicants are ranked in descending order on ranking 1. [3]In cases where applicants achieve the same score, selection is based on the average grade that was achieved in the degree that is required for admission to the master's program Mannheim Master in Data Science; if applicants then have the same score, selection is decided by lot.

(4) [1]In the selection process, the admissions committee takes the following criteria into account when preparing the ranking for applicants who are not German nationals or citizens of countries of the European Union and the European Economic Area and who do not hold a German university entrance qualification or are stateless persons (ranking 2): Quantitative Reasoning and Verbal Reasoning of the official Graduate Record Examination (GRE). [2]The score in Quantitative Reasoning is multiplied with 0.75 and the score in Verbal Reasoning is multiplied with 0.25. [3]Both values are added

to make up the score of the applicant. [4]Based on this score applicants are ranked in descending order on ranking 2. [3]In the event of a tie, the decision is made by lot.

(5) [1]In order to guarantee a consistent procedure, the school council of the School of Business Informatics and Mathematics can pass additional regulations for the consideration of proofs for individual selection criteria, in particular for the conversion of grades and for previous experiences as described in subsection 2 number 2; the admissions committee is bound by these regulations.

Section 9 – Commencement; Final Provisions

(1) [1]These Statutes will come into effect on the day after their publication in the general section of the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). [2]During the admissions process for the fall semester 2025/2026 they are applied for the first time.

(2) [1]At the same time the Selection Statutes for the Master's Program "Mannheim Master in Data Science" of the University of Mannheim as at 10 December 2020 (Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 23/2020, pp. part II, pp. 21 et seqq.), last amended on 23 January 2024 (Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 01/2024, pp. 4 et seqq.) cease to be effective. ²Admissions processes that are not yet completed by the time of the commencement of these Selection Statutes are to be concluded on the basis of the formerly valid selection statutes.