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

as at 10 December 2020

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 23/2020, Part I, pp. 12 et seqq.)

1st amendment as at 13 December 2021

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 12/2021, pp. 4 et seqq.)

2nd amendment as at 24 March 2023

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 06/2023, pp. 42 et seqq.)

3rd amendment as at 06 October 2023

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 10/2023, pp. 10 et seqq.)

4th amendment as at 08 October 2024

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 09/2024, pp. 7 et seqq.)

5th amendment as at 24 March 2026

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 04/2026, pp. 9 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 1of the act on the admission to higher education institutions in the Land of Baden-Württemberg (Hochschulzulassungsverordnung, HZVO) and section 6 subsection 3 sentence 4 of the regulations on admission and enrollment (Zulassungs- und Immatrikulationsordnung der Universität Mannheim, ZulImmaO) 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 Management” (Master of Science) instead of the admissions committee if no selection process takes place.

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

Section 2 – Deadlines

(1) Applications for admission for the fall semester must be submitted by 15 May of each year (definitive deadline).
(2) Proof of sufficient English proficiency in accordance with section 4 subsection 1 number 3 may be submitted by 15 August in case of an application for the fall 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. [2]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.

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(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 Management” (Master of Science) have to meet the following admission requirements:

1. [1]Applicants are required to have a bachelor's degree from a German or foreign university or an officially recognized public university of cooperative education (Berufsakademie). [2]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. [3]The bachelor’s degree must contain at least 36 ECTS credits of relevant prior knowledge from study courses in general business administration.

2. [1]For admission to the German-English track of study according to section 6 subsection 1, proof of sufficient German proficiency is required. The minimum level required is C1 in accordance with the Common European Framework of Reference for Languages (CEFR). [2]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.

3. [1]For admission to both study tracks (German-English and English), very good English proficiency, at least C1, according to the CEFR is required. [2]The successful completion of a program of study of which at least 40 percent of the language of instruction was English or a University Entrance Qualification (HZB) from a school based in a school system whose official language is English serve as proof. [3]If an applicant has obtained neither of the above, the following test results can serve as proof of English proficiency:

a) Test of English as a Foreign Language – Internet Based Test (TOEFL iBT) with a score of at least 100 points;

b) The European Language Certificate (telc) - English University with Level C1 or better,

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

d) Certificate of Proficiency in English (CPE),

e) International English Language Testing System Academic Test (IELTS) with a band score of 7.0 or better,

f) Certificate of the language test offered by the "Universität Mannheim Service and Marketing GmbH" with a minimum level of C1 in listening comprehension, written language, spoken language, and reading comprehension.

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[4]Only test results obtained no more than two 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 Management” (Master of 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 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 Management” (Master of Science), admission may be requested provided the applicant is able to prove completion of at least 140 ECTS credits. [3]In this case, a proof of the credits earned up to then must be submitted within the definitive deadline defined in section 2. [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 Business School 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 Business School appoints at least one admissions committee for the preparation of the selection process. [2]An admissions committee is composed of at least two members. [3]The members of an admissions committee must be staff members whose main employer is the university. At least one member must be a university teacher. [4]The committee members' term of office is one year. [5]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.

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(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) [1]The available study places for the different tracks of study are awarded according to the following system:

1. Up to 1/5 of the available places will be awarded to applicants of the English track of study;

2. The remaining places will be awarded to applicants of the German-English track of study.

[2]The applicants must indicate the preferred track of study in their application.

(2) [1]The admissions committee selects potential students based on the selection criteria of section 7 and prepares a ranking for each track of study. [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 or if another impediment to admission exists.

Section 7 – Selection Criteria and Preparing a Ranking

(1) The admissions committee takes the following criteria into account when preparing the rankings in the selection process:

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

2. a semester abroad at a foreign university during the program of study

3. other previous experiences that are relevant to the desired program in accordance with section 6 subsection 2 sentence 2 number 3 HZG, in particular vocational training or working experience in a recognized vocation as well as special previous experiences and practical experiences proving the eligibility of the applicant for the chosen degree program and the typical subsequent profession and the result of the GMAT or GRE (total score).

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4. relevant prior knowledge from studies in the fields of economics, mathematics, or statistics amounting to at least 30 ECTS credits, proving the special eligibility of the applicant for the chosen degree program and of which at least 12 ECTS credits are from studies in the field of economics. Only courses in the fields mentioned that impart mathematical or statistical methodological competences may be considered.

(2) Each applicant 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 60 points may be given. [2]The grade, including the first decimal, is translated into points. [3]60 points may be given for the grade 1.0 and 0 points may be given for the grade 4.0. [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 applicant does not provide any proof which may serve as a basis to calculate an average grade, they are assigned the grade "4.0" for the purpose of the selection process. [7]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 Business School of the University of Mannheim, the grade is converted according to the recommendations of the ZAB.

2. For a semester abroad at a foreign university during the program of study 22 points may be given.

3. [1]For the result of the GMAT or the GRE a maximum of 60 points may be given. [2]According to the proven GMAT Exam (Focus Edition) or GMAT Focus Total Score, the following points are given:

GMAT Exam (Focus Edition) or GMAT Focus Total Score	Points
at least 685	60
at least 675	55
at least 665	50
at least 655	40
at least 645	30

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GMAT Exam (Focus Edition) or GMAT Focus Total Score	Points
at least 635	25
at least 625	20
at least 615	15
at least 605	10
at least 595	5
at least 585	4
at least 575	3
at least 565	2
at least 555	1

[3]If a GMAT Exam (10th Edition) is proven, points will be given in accordance with section 5 by using the following table for converting the proven GMAT Total Score into ranking points:

GMAT Exam (10th Edition) Total Score	Points
at least 730	60
at least 720	55
at least 710	50
at least 700	40
at least 690	30
at least 680	25
at least 670	20
at least 660	15
at least 650	10
at least 640	5
at least 630	4

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GMAT Exam (10th Edition) Total Score	Points
at least 620	3
at least 610	2
at least 600	1

[4]The result of the GRE (Graduate Record Examination) is converted into GMAT points in accordance with sentence 3; 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 the university with online access to the “Official Score Report”; access must be requested explicitly at the test center by the applicant.

[5]Only test results obtained no more than five years prior to the deadline in accordance with section 2 will be recognized as proof.

4. [1]For other previous experiences that are relevant to the desired program as described in subsection 1 number 3 and are not covered by the provisions set out in number 3, a maximum of 6 points may be given. [2]All experiences that prove the eligibility of the applicant for the chosen degree program will be considered. [3] A maximum of 6 points can be achieved for working experiences if they amount to a full-time employment of at least five working days with at least 39.5 hours per week for at least 30 days. [4]For each working experience, a maximum of 2 points can be achieved. [5]For a completed vocational training 4 points will be given.

5. For relevant prior knowledge from studies in the fields of economics, mathematics, or statistics amounting to at least 30 ECTS credits, 32 points may be given.

(3) [1]In accordance with subsection 2 numbers 1 to 5, the points are added up; the maximum score is 180 points. [2]Based on the score the applicants are ranked in descending order on the individual list. [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 Management” (Master of Science); if applicants then have the same score, selection is decided by lot.

(4) In order to guarantee a consistent procedure, the school council of the Business School 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; the admissions committee is bound by these regulations.

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Section 8 – 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 2021/2022 they are applied for the first time.

(2) [1]At the same time the Selection Statutes for the 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 pp. 10 et seqq.), last amended on 22 March 2018 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2014 p. 14) cease to be effective. [2]Admissions 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 former valid selection statutes.

Section 2 of the amendment of 13 December 2021 stipulates:

[1]This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). [2]During the admissions process for the fall semester 2022/2023 it applies for the first time.

Article 3 of the amendment of 24 March 2023 stipulates:

(1) These regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

(2) [1]Article 1 will apply the first time during the application process for the fall semester 2023/2024. [2]Admissions 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.

Section 2 of the amendment of 06 October 2023 stipulates:

[1]This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). [2]During the admissions process for the fall semester 2024/2025 it applies for the first time.

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Section 2 of the amendment of 08 October 2024 stipulates:

[1]This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). [2]During the admissions process for the fall semester 2025/2026 it applies for the first time.

Section 2 of the amendment of 24 March 2026 stipulates:

[1]This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). [2]During the admissions process for the fall semester 2026/2027 it applies for the first time.

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