

PLEASE NOTE:

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**Selection Statutes for the Master's Program
"Political Science" (Master of Arts) of the University of Mannheim**

as at 3 March 2011

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 04/2011 of 9 March 2011, pp. 46 et seqq.)

1st amendment as at 27 October 2011

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 23/2011 of 31 October 2011, p. 13)

2nd amendment as at 9 December 2015

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 30/2015 of 18 December 2015, pp. 26 et seqq.)

3rd amendment as at 30 October 2017

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 29/2017 of 10 November 2017, pp. 7 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

The University of Mannheim has its own selection process for the master's program "Political Science" (Master of Arts, M.A.). It is governed by these Statutes.

Section 2 - Deadlines

Applications for the fall semester shall be submitted by 30 April (definitive deadline). As an exception, applications for the fall semester 2011 shall be submitted by 31 May 2011 (one-time 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. 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) a copy of 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.
- (4) Proof of English proficiency according to section 4 subsection 1 d) may be submitted until 15 August.

Section 4 - Admission Requirements

- (1) Admission requirements of the master's program Political Science 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 political science with generally the same content 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 program in Political Science or a program of study 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 must correspond to at least 180 ECTS credits or have a standard period of study of at least 6 semesters or 3 years. The final grade of the degree shall be at least 2.5. If the program has not been completed yet, the current grade average based on all examination results up to the date of the application shall be relevant for the application.

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 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 130 ECTS credits. Within the definitive deadline defined in section 2, proof of the credits earned shall be submitted. In this case, admission is subject to the proven completion of the bachelor's degree by the first registration for an exam of the master's program. If proof is not provided in due time, admission to the master's program will be rescinded.
 - d) proof of English proficiency. The following may serve as proof:
 - aa) an English-language University Entrance Qualification,
 - bb) a first degree with English as language of instruction or

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cc) if no proof according to aa) or bb) can be provided, one of the following test results:

1. Test of English as a Foreign Language (TOEFL) Internet Based Test (iBT) with a score of at least 90 points or TOEFL Paper Based Test with a score of at least 577 points,
2. Certificate of Proficiency in English (CPE) to Level C or better,
3. Certificate in Advanced English (CAE) to Level C or better,
4. The International English Language Testing System (IELTS) examination is accepted with a band score of 6.5 or better (academic modules).
5. The European Language Certificate (telc) - English University with at least level C1.

Only test results obtained no more than two years prior to the deadline in accordance with section 2 subsection 1 shall be recognized as proof.

d) good performance in the field of Methods of Empirical Social Research and Statistics with a grade of "good" (2.5) or better in the first degree.

- (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.
- (3) The Regulations on Admission and Enrollment of the University of Mannheim (Zulm-maO) remain unaffected by these Statutes.

Section 5 - Admissions Committee

- (1) The School of Social Sciences appoints an admissions committee for the preparation of the selection procedure; one member shall be appointed chair of the committee. It is composed of at least two 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) The admissions committee has a quorum if at least two of the members are present. Its decisions are based on a majority of votes. In the event of a tie, the vote of the chair shall decide the matter. Meetings of the committee are not open to the public.
- (3) Upon completion of the selection procedure, the admissions committee reports its experiences to the school council of the School of School of Social Sciences and makes suggestions for the further development of the selection procedure.
- (4) 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.

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Section 6 - Selection Process

- (1) The number of study places in the master's program Political Science is limited. If there are more applicants who meet the admission requirements than places, a selection procedure takes place.
- (2) The admissions committee selects potential students based on the application criteria of section 7 and prepares a ranking. The President decides on the candidates to be admitted on the basis of the ranking recommended by 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 of students in bachelor's programs according to section 4 subsection 1 c), a maximum of 10 points may be given. The current grade average shall be calculated by the institution the applicant is currently enrolled at. If the institution does not calculate the average grade, this may be done by the University of Mannheim provided the applicant submits the necessary documents by the definitive deadline according to section 2. In this case, the applicant shall prove with adequate documents that, through no fault of his or her own, it was not possible to acquire the necessary calculation from the relevant institution.
 - b) For a letter of motivation in English a maximum of 30 points may be given. The letter of motivation shall have a maximum of 500 words. It shall include the applicant's motivation for choosing the field in general and for choosing this particular master's program at the University of Mannheim, the applicant's expectations of the program and the applicant's plans for his or her professional future. Furthermore, the applicant shall explain the connection between his or her first degree and the chosen master's program.
 - c) For a sample of written work in German or English a maximum of 60 points may be given. The sample shall demonstrate the applicant's ability to prepare written work in the field of political science; the sample shall comprise a maximum of 5,000 words.
- (2) The points will be added up.

Based on their score (maximum 100 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.

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Section 8 - Commencement

- (1) 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 2011/2012 they shall apply for the first time.
- (2) At the same time, the statutes of 10 March 2009 in the version of 9 March 2010 cease to be effective.

Section 2 of the amendment of 27 October 2011 stipulates:

These statutes will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2012/13 it shall apply for the first time.

Section 2 of the amendment of 9 December 2015 stipulates:

These statutes will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2016/17 it shall apply for the first time.

Section 2 of the amendment of 30 October 2017 stipulates:

These statutes will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the fall semester 2018/19 it shall apply for the first time.

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