Information on the Application Process for the Fall Semester 2020/2021 for Master’s Programs at the University of Mannheim

With the statutes dated 16 April 2020, the application process for the fall semester 2020/2021 has been adapted to the challenges posed by the current coronavirus epidemic. Therefore, in deviation from the regulations on admission and enrollment (ZulImmaO) of the University of Mannheim and all program-specific regulations on admission and selection statutes, the following provisions will apply for the fall semester 2020/2021 to all consecutive and non-consecutive master’s programs:

Section 1 – Changes to Formal Requirements

1. For the fall semester 2020/2021, the application for admission form must be submitted electronically in the form required by the University of Mannheim. A personal signature is not required. All additional documents relating to admission requirements and selection criteria must be submitted during the application process as electronic copies in a file format approved by the university exclusively. No documents shall be submitted in print format unless the university expressly requests hard copies. If it is not possible to submit the application electronically due to hardship, an alternative way of transmission may be permitted upon request.

2. This form shall also apply to applications for the selection according to hardship criteria and for the selection of applicants who are locally bound in the public interest (top-level athletes) as well as for non-selective programs.

3. Admission may be denied if the documents do not meet the requirements of the University of Mannheim; this includes the form of the documents. The University of Mannheim may request that the original or a notarized copy of the documents listed in subsection 1 be presented upon enrollment.

4. The scope of the documents to be submitted remains unchanged.

Section 2 – Postponement of the Application Deadline

The application deadline for the master’s programs in Intercultural German Studies, Political Science, Sociology, and Economics has been postponed for the fall semester 2020/2021: Applications for participation in the selection process and admission to the fall semester 2020/2021 must be submitted by 31 May 2020 (definitive deadline).

Section 3 – Proof of Required Knowledge in Case of an Unfinished Bachelor’s Degree

If the bachelor’s degree has not been completed by the end of the definitive deadline 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 to the fall semester 2020/2021 may be requested for the following programs of study provided that the applicant is able to prove, in due time and form, completion of a minimum number of ECTS credits:

<table>
<thead>
<tr>
<th>Program</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mannheim Master in Management (Master of Science)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Economic and Business Education (Master of Science)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Master of Laws (LL.M.)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Competition Law and Regulation (LL.M.)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Program</td>
<td>ECTS Credits</td>
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<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>History (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Intercultural German Studies (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Culture and Economy (all fields of study) (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Literature, Media and Culture of Modern Era (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Media and Communication Studies: Digital Communication (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Language and Communication (Master of Arts)</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Teacher Education (all fields of study) (Master of Education (M.Ed.))</td>
<td>120 ECTS</td>
</tr>
<tr>
<td>Political Science (Master of Arts)</td>
<td>100 ECTS</td>
</tr>
<tr>
<td>Psychology (Work, Economy and Society) (Master of Science)</td>
<td>100 ECTS</td>
</tr>
<tr>
<td>Psychology (Cognitive and Clinical Psychology) (Master of Science)</td>
<td>100 ECTS</td>
</tr>
<tr>
<td>Sociology (Master of Arts)</td>
<td>100 ECTS</td>
</tr>
</tbody>
</table>

In this case, admission is conditional and subject to the submission of proof of completion of the first degree by the deadline specified in the official letter of admission at the latest. If proof is not provided in due time, admission to the master’s program will be rescinded.

Section 4 – Extension of the Deadline for Submitting Proofs and Certificates

1. In the following programs of study, in case of an application for the fall semester 2020/2021, the required proof of sufficient English language proficiency may be submitted by the date specified in the official letter of admission or by the first registration for an exam at the latest. The required minimum level of English language proficiency remains unchanged. This regulation applies to the following programs:
   - Master of Comparative Business Law
   - Master of Laws (LL.M.)
   - Political Science (Master of Arts)
   - Sociology (Master of Arts)
   - Mannheim Master in Data Science
   - Economics (Master of Science)
   - Competition Law and Regulation (LL.M.)
   - Business Informatics (Master of Science)

   Admission to the respective program is subject to the submission of the required proof in due time. If proof is not provided in due time, admission to the master’s program will be rescinded.

   In deviation from section 3, subsection 4, sentences 2 and 3 of the Selection Statutes of the University of Mannheim, there is no possibility of extending the deadline for the submission of proofs and certificates for the “Master of Comparative Business Law - M.C.B.L.” program.

2. In the “Mannheim Master in Management” program, the required proof of a minimum number of points obtained in the Graduate Management Admission Test (GMAT) may be submitted by the date specified in the official letter of admission or by the first registration for an exam at the latest; the minimum score to be proven remains unchanged. This applies accordingly, if this proof is alternatively to be provided by the successful completion of the Graduate Record Examination (GRE) instead.
Please note: Only those results that have been submitted in due time and form by the application deadline will be taken into account in the selection process.

Admission to the respective program is subject to the submission of the required proof in due time. If proof is not provided in due time, admission to the master’s program will be rescinded.

Section 5 - Other Temporary Changes

In the application process for the fall semester 2020/2021, there is no voluntary admission test for the Master of Science in Psychology ("Work, Economy and Society") and Master of Science Psychology ("Cognitive and Clinical Psychology") programs; therefore, no additional points will be awarded for this criterion; the maximum number of points achievable in the selection process is thus limited to 32 points.

Please note:

The adjustments deviating from the regular statutes shall apply only once to the fall semester 2020/2021 due to the challenges posed by the coronavirus epidemic. The aforementioned adjustments are NOT included in the following version.
Section 1 - Scope

The University of Mannheim has its own selection process for the master's program "Sociology" (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).

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 e) may be submitted by 15 August of the same year of the application.

Section 4 - Admission Requirements

(1) Admission requirements of the master's program “Sociology” (Master of Arts) 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 social sciences 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 Sociology 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) [deleted]
e) proof of English proficiency. The following may serve as proof:
   aa) continuous attendance of English classes throughout the German secondary school education with a minimum of 10 points in at least one mid-term grade or the final grade,
   bb) an English-language University Entrance Qualification or
   cc) a first degree with English as language of instruction or
   dd) if no proof according to aa) – cc) can be provided, one of the following test results:

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- Test of English as a Foreign Language (TOEFL):
  - TOEFL internet-based test (iBT) with a minimum score of 79 points,
  - TOEFL computer-based test (CBT) with a minimum score of 213 points,
  - TOEFL paper-based test (PBT) with a minimum score of 550 points,
- Certificate of Proficiency in English (CPE) to Level C or better
- Certificate in Advanced English (CAE) to Level C or better
- the International English Language Testing System (IELTS) examination is accepted with a 6 or better band score (academic modules).

  f) good performance in the field of Methods of Empirical Social Research and Statistics with the grade "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 (ZulImmaO) 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 process; 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 process, 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 process.

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.

**Section 6 - Selection Process**

1. The number of study places in the master's program “Sociology” (Master of Arts) is limited. If there are more applicants who meet the admission requirements than places, a selection process 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 according to section 4 subsection 1 c), a maximum of 25 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 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 the proven skills in Methods of Empirical Social Research and Statistics a maximum of 25 points may be given.

c) For a letter of motivation in English a maximum of 25 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 desired focus during 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.

d) For a sample of written work in English a maximum of 25 points may be given. It shall demonstrate the applicant's ability to prepare written work in the field of social sciences; the sample shall comprise a maximum of 3,000 words.

(2) The points given will be added; the points according to the selection criteria of a), b), c) and d) shall be weighted equally (1:1:1:1).

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.

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.

Article 2 of the amendment of 8 March 2012 stipulates:
This amendment comes into effect the day after its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim. During the application process for the fall semester 2012/2013 it shall apply for the first time.

Article 2 of the amendment of 5 June 2014 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 2015/16 it shall apply for the first time.

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**Article 3 of the amendment of 9 December 2015 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 2016/17 it shall apply for the first time.

**Article 2 of the amendment of 23 November 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 2018/19 it shall apply for the first time.