Instructions

for MMM Students on Applying for a Double Degree Program at the Business School (in cooperation with the International Office)

Application Deadline: 30 September 2018

This document serves students of the Mannheim Master in Management (MMM) program as a general guide for the completion of the application for a double degree program.

Please save this document or print it. In case of questions, please always refer to this document first!

Contents

How Can I Find Information? .................................................................2
Application Requirements ..................................................................2
  Nationality, Visa Issues and Admission at the Partner University ..................2
Application Documents .....................................................................3
  General Information about the Application Documents .........................3
  Overview of Application Components (Checklist) ..................................4
Application Components .....................................................................5
Packaging of the Application Documents ..............................................8
Submitting the Application ..................................................................8
Confirmation of Receipt ........................................................................9
Submitting Documents after the Deadline ..............................................9
Selection Process ................................................................................9
  Selection Criteria / Chances ............................................................9
In Case of Admission ..........................................................................10
In Case of a Rejection .........................................................................11

IMPORTANT: Take care of your proof of language proficiency early on as appointments for languages tests may be fully booked weeks in advance. Applications without a proof of language proficiency cannot be accepted. It is NOT possible to submit the language test result after the deadline (please see below for a possible exception for TOEFL/IELTS).

The proof of language proficiency may not be older than exactly two years at the time of the application. The application deadline 30 September is the cutoff date.
How Can I Find Information?

➢ Advice from the Business School
If you have any program-specific questions, please contact the double degree manager at the dean’s office of the Business School doubledegree(at)bwl.uni-mannheim.de.

Must read: Please obtain information about study plans and core courses of the Double Degree programs on the website of the Business School prior to your application (website of the Business School > International > Double Degree Programs).

Make sure to attend the information session on the double degree program held by the Business School. The Business School will inform you about this session via the master’s newsletter (sent to you automatically) and on its website.

➢ Study Regulations for a Double Degree Program within the MMM Program
Further information regarding the selection process as well as specific requirements and regulations of the double degree programs can be found in the study regulations published on the websites of Student Services (http://www.uni-mannheim.de/studienbueros/english/ > Exams > Examination Regulation MMM Double Degree “Doppelabschlussprogramme im MMM (StuO) – English Version”). Please note that current study plans are available on the website of the Business School.

➢ The International Office’s Website
In the section Studying Abroad at a Partner University (www.uni-mannheim.de/en > Academics > Going Abroad), you will find a database with all available study abroad programs as well as links to the websites of partner universities, application forms, and also reports of former exchange students. If you have questions about a specific report, you can ask the International Office to put you in touch with the former exchange student who wrote it. Just send an e-mail with the number of the individual report to outgoings@uni-mannheim.de.

➢ Contact to the Partner Universities
Please do not contact our partner institutions until you have officially been nominated by the International Office. If you have any questions, contact your advisors in Mannheim (see below).

➢ Individual Advisory Sessions at the International Office
The International Office is happy to help you with your questions concerning the application and the organization of your study abroad experience. Please contact the respective advisor for your destination country.

Application Requirements

1. Enrolled as a first semester student of the MMM program at the University of Mannheim. Please note: MMM students will not be granted an academic leave of absence (Urlaubssemester) before or during their study abroad period. Please also note: Application is possible in the first semester of the MMM program only (stay abroad in the third and fourth semester).

2. Submitting the complete application in due time and form – both online and in print.

Nationality, Visa Issues and Admission at the Partner University

• Visa:
Whether you need a visa to study abroad or not depends on the country you are going to and your nationality. EU citizens can study in EU countries and in some other European countries without a visa. Students with a different nationality usually need a visa. Even if you stay within the EU, a visa for Germany does not automatically constitute a right of residence in other (EU member) states. Please research your specific visa requirements ahead of time, preferably before applying for a stay abroad. Please contact the embassies or consulates of the countries you are considering.
• **Double degree in your home country:** Please note that some partner universities do not accept double degree students who are citizens of the respective host countries. If you would like to apply for a double degree program in a country of which you are a citizen, please talk to a representative of the Business School to see whether you are eligible or not.

• **Information on tuition fees in Mannheim for non-EU citizens:** The MMM program does not allow for academic leaves of absence, therefore you will have to pay tuition fees in Mannheim while you are staying abroad. You are, however, exempt from tuition fees at the host institution.

• **First degree obtained in the host country:** If you hold a university degree from a university in the country where the host institution is located, please talk to a representative of the Business School to see whether you are eligible for an exchange or not.

• **Previous applications to the host institution:** As a rule, applications from students who were not admitted to the regular master’s program at the host institution are usually rejected. In some cases, students who were offered a spot in a regular master’s program at the host institution, but rejected the offer, may be rejected by the host institution for the double degree, too.

### Application Documents

**General Information about the Application Documents**

- You need to both submit the documents mentioned below in print AND upload them as digital copies to the online application portal, “Mobility-Online” (both within the deadline). The application portal is open as of now. PLEASE PREPARE THE NECESSARY DIGITAL COPIES/SCANS IN ADVANCE so you can upload them while doing the online application.

- All application documents need to be submitted as a single copy. The letter of motivation as well as your CV must be in English. Other documents may be submitted in German.

- It is possible to apply for up to two double degree programs. In this case, please write a letter of motivation and a study plan for each program that you wish to apply for.

- You do not need to submit a letter of reference at the time of application. Therefore, please do not hand in any academic references (even if already prepared) – they are not considered in the selection process.

- Please do not submit your application before it is complete. It is not possible to submit single components of an application.

**Please note:** Applications must be handed in to the Express Service in L1, 1 by 30 September 2018
Overview of Application Components (Checklist)

Please find a description of the individual application components below. **Please begin to prepare your documents now, so you can upload them to the online application portal. The online application portal will be opened one month before the application deadline.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Application Component</th>
<th>Available in print?</th>
<th>Original required?</th>
<th>Uploaded?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Online application form (generated in the application portal, printed and signed)</td>
<td>☐</td>
<td>yes</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>CV</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>Letter of Motivation</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>4</td>
<td>Study Plan</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>Bachelor’s Degree Certificate and Transcript of Records</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>GMAT or GRE</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>Proof of English Language Proficiency</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>Language Certificate for the Local Language (optional)</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>9</td>
<td>Other Certificates</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>10</td>
<td>For ESSEC additionally: Letter of Motivation in French (optional)</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>11</td>
<td>Photo (optional)</td>
<td>-</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>12</td>
<td>Passport (optional)</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
</tbody>
</table>

I have uploaded all documents to the application portal ☐
I have submitted all documents in print ☐

Accepted formats for uploads include PDF (preferred), Word files und picture files (e.g. for your photo).

**Please note:** Due to technical reasons, only the workflow for the regular semester abroad with the deadline of 31 October is displayed for MMM program students. This means that all documents which are specifically required for the double degree program will not be displayed as a separate step. Therefore, you must upload these documents in the ‘Other Certificates’ section. For the double degree, you do not need to submit a list of priorities; instead, you must submit a study plan.

Applications for a semester abroad during the MMM program must be submitted separately by 31 October 2018 (online and in print).
## Application Components

<table>
<thead>
<tr>
<th></th>
<th>Online Application Form (generated in the online application portal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The “Mobility-Online” application portal can be accessed from now on through the following website: <a href="http://www.uni-mannheim.de">www.uni-mannheim.de</a> &gt; Academics &gt; Studying Abroad &gt; Online Application</td>
</tr>
<tr>
<td></td>
<td>You can log in using your regular student username and password.</td>
</tr>
</tbody>
</table>

**For a successful application you need to take the following steps:**

1. First, after logging onto the portal, you enter your personal data in the online application form as well as up to two priorities for the double degree program and the preferred time period of your study abroad (“fall semester 2019/spring semester 2020”). After making your selection, please hit “send”. (If you want to change your selection afterwards, you can do so later in the application portal.)

2. You will then receive a confirmation via e-mail which includes the link to access your personal profile in the application portal. Please keep this e-mail because you will need to access your profile later to receive information about the result of your application (information on approval or rejection).

In the portal, you will see a list of steps which you will have to take in order to apply. These steps are called “application work flow”.

Please complete the steps in the application work flow and upload the application components which you prepared in advance (you will find a detailed list of these components below – you can start your preparation of these documents NOW). Afterwards please do the following:

- Print the automatically generated application form.
- Sign the application form.
- Scan the signed application form.
- Upload the signed application form.
- Add the original version of your signed application form to the rest of your print documents and submit them (please check below for details on when and where to hand in your application).

**A Word of Advice:**

Do not wait until the last minute to upload your documents! Ideally, you should upload them a few days before the deadline in case you have technical difficulties or other questions. That way you are less likely to miss the deadline.

<table>
<thead>
<tr>
<th></th>
<th>CV in English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Form:</strong> CV in tabular form</td>
</tr>
<tr>
<td></td>
<td>State any work experience, internships, or extracurricular activities.</td>
</tr>
<tr>
<td></td>
<td>Do not forget to sign your CV.</td>
</tr>
</tbody>
</table>
### 3 Letter of Motivation in English

**Form:** The letter of motivation must contain your **name and student ID number** as a header.
- Please explain your personal and academic reasons for applying for the double degree program you selected.
- Overall, the letter of motivation must **not be longer than two pages**.
- If you are applying for two double degree programs, please write a **letter of motivation for each program**.
- It should be clear from your letter of motivation that you have made yourself familiar with the study options at the partner institutions that you have selected. The selection committee reads and evaluates every single letter of motivation.

### 4 Study Plan

**Form:** Tabular form
- Please create a list of all courses in Mannheim and at the host institution that you plan to take in each semester.
- If you are applying for two double degree programs, **please write a study plan for each program**.

Information on which classes are mandatory in the double degree programs can be found in the respective study structure on the Website of the Business School > International > Double Degree Programs > respective host institution > Outgoings.

Please upload the study plan in the “List of Priorities” (semester abroad) / “Study Plan” (Double Degree) section.

### 5 Bachelor’s Degree Certificate and Transcript of Records

Please submit an uncertified hard copy and digital copy of your bachelor’s degree certificate. The certificate should include your overall grade as well as your individual course grades. If this is not the case or if your bachelor’s degree certificate is not yet available, please enclose a transcript of records.

The bachelor’s degree certificate must be handed in as soon as possible, and no later than 31 January 2019. The selection committee reserves the right to ask for the original copies.

If there is no average grade available for your current degree, please enter your overall Bachelor degree result.

### 6 GMAT/ GRE

Please upload a scan of your GMAT “Official Score Report – Test Taker Copy” or your GRE (Official Test Taker Score Report / Examinee Score Report) and hand in a paper copy with your application.

If you submit a GRE Test with your study abroad application, you should convert your GRE results into a GMAT score using the online converter supplied by the University of Mannheim and enter that converted score in the corresponding field in the Mobility-Online-Portal.

The converter can be found on the website of the Admissions Office.

You need to hand in your GMAT / GRE results again, since the results submitted to the admissions office as a part of your application for the MMM program need to remain in your admissions file and therefore cannot be used for this application. (The same applies to any other relevant document that you may have submitted with your application for the MMM program.) We do reserve the right to compare the new copy with the document submitted to the admissions office.
## Proof of English Language Proficiency

At the time of application, you need to submit:

- the required language certificate for the respective double degree program (cf. table below “In case of admission” for the specific requirements for each program):
  - a valid IELTS (min. 7.0) or TOEFL (min. 600/250/100 Paper based/Computer based/Internet based)

  **OR**

  - a certificate from a public educational institution that certifies skills according to CEFR (A1 - C2), e.g. Language Certificate of the University of Mannheim

- Alternatively, you can submit an IELTS/ a TOEFL that has expired at the application deadline.

The proof of English language proficiency must be submitted or uploaded to Mobility-Online by 31 January.

- Please hand in an uncertified copy of your proof of English language proficiency and upload a scan of the original to the application portal. Please keep the original at hand as you will probably need it later, e.g. once your documents need to be sent to the partner university.

- Please note: The proof of language proficiency may not be older than exactly two years at the time of the application. The application deadline 30 September is the cutoff date.

If you have not submitted proof of your language proficiency by the application deadline, you have not fulfilled the application requirements and can therefore not be considered. An exception is made for English native speakers or students who have obtained a university degree in an English-speaking country. A transcript of records or a certificate confirming participation in a language course is not sufficient.

## Language Certificate for the Local Language (optional)

If you speak the respective local language of the country where the host institution is located, please prove this by submitting a certificate from a public educational institution that certifies your level of proficiency according to the CEFR (A1 - C2) (e.g. Language Certificate of the University of Mannheim).

**Exception for ESSEC:** To be accepted for the DFH scholarship, proof of your French (and German) skills is required.

## Other Relevant Certificates

If you mention internships, work experience, or other similar activities in your CV, you should upload the corresponding proof (if relevant) and submit uncertified paper copies with your application.

## For ESSEC: Additional Letter of Motivation in French (optional)

Letter of Motivation in French if your proficiency level is at least equivalent to A2 of the CEFR.

Please upload your letter in the “Other Certificates” section.

## Photo (optional)

Please upload a photo to the online application portal (picture file, e.g. JPEG). It will automatically be printed on your application form. Alternatively, you can glue a photo onto the printed version of your application.
Copy of your Passport (optional)

To study outside Europe, you usually need a passport that is still valid six months after your semester(s) abroad end. If you have a passport that fulfills this requirement, please upload a scan (PDF or picture file) to the application portal and add a copy to your printed application documents. Otherwise, please remember to renew your passport in due time.

Packaging of the Application Documents

1. **Sort** the application documents into the order mentioned above – unsorted documents have a negative impact on your chances.

2. Put your documents in a clear sheet protector that is **open on two sides** – please don’t use application folders etc. as they do not improve your chances of success and slow down processing. An envelope is only necessary if you send your application via mail.

Submitting the Application

Application deadline: Sunday, 30 September 2018

Please note: As the application deadline falls on a weekend, **we strongly recommend you finalize your application before noon on Friday, 28 September 2018**. This gives you time to seek technical or other support if required.

You have to submit your application in two ways:

- **Online upload** of all documents by **noon on 30 September 2018**
  
  and

- Submission of your **printed application** in due time before the application deadline:
  - either by Friday, 28 September 2018 at the Express Service in L1, 1
  - or by using one of the gray mailboxes at the entrances of the L1, 1 building (labeled “Universität Mannheim”) by 30 September 2018 or
  - via mail (date of postmark applies – please inquire if your post office postmarks on holidays/weekends – make sure you hand in your application on time).

It is your responsibility to ensure that the online and printed versions of your application are identical.

We recommend that you send your application via regular mail because the delivery via registered mail, express, and similar methods may take longer and will delay the selection process.

Opening Hours Express Service (as of July 2018):

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Thursday</td>
<td>10:00 a.m. – noon and 1:00 p.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00 a.m. – noon and 1:00 p.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>10:00 a.m. – noon</td>
</tr>
</tbody>
</table>

Postal Address:

University of Mannheim
International Office
L1, 1
68131 Mannheim

Mail from abroad: If you are sending your documents from abroad, please inform the International Office in advance by e-mailing outgoings@uni-mannheim.de.

You alone are responsible for the completeness of your application. Your application will be excluded from the selection process if it is incomplete. Please use the table above to check completeness. Due to the high number of applicants, we are not able to request missing documents.
## Confirmation of Receipt

You will receive an e-mail from the International Office confirming the receipt of your application documents a few days after the application deadline in which we confirm the complete and timely submission of your application.

The Business School may call or e-mail you to invite you for an interview.

## Submitting Documents after the Deadline

**It is not possible to submit any documents after the application deadline.** This is necessary to speed up the selection procedure.

This does not apply to the exception for the TOEFL/IELTS certificates and the bachelor’s degree certificate (see above).

## Selection Process

Based on the applications, a pre-selection of suitable candidates is conducted by a commission of school representatives. In a second step, these pre-selected candidates will be invited for an interview.

Further information regarding the selection process as well as specific criteria and their weighting can be found in the study regulations ([http://www.uni-mannheim.de/studienbueros → Examinations → Examination regulations for the MMM double degree program](http://www.uni-mannheim.de/studienbueros → Examinations → Examination regulations for the MMM double degree program)).

Due to the high number of applications that need to be processed and evaluated, we ask you not to contact us by phone or e-mail to inquire about the outcome of the selection process. The process will take several weeks. We will inform you about the outcome as soon as possible by sending an e-mail to your university address.

If you are accepted for a program, you have to log into the application portal and accept your spot within seven days. This acceptance is binding. If you are admitted to the double degree program, your application for a regular exchange semester abroad will no longer be considered.

## Selection Criteria / Chances

The decision on admission is based on the following selection criteria:

- Personal and professional motivation and eligibility
- Good to very good academic performance
- Very good spoken and written English skills
- Additional language skills, especially in the local language of the host institution (if different from English)
- Distinct intercultural and social competencies
- Extracurricular activities and work experience
- Formal correctness of the application
- Personal impression (if interviews take place)

**Additional Selection Criteria for the Double Degree Program with the ESSEC Business School:**

- In your application, you must show that you have completed work experience lasting at least six months, at the beginning of your period of study abroad at least 9 months. Work experience can include, for example, internships, periods of work completed in the course of vocational training or in a dual study system.
- The admissions committee of the University of Mannheim is responsible for the preliminary assessment of the student's practical experience for the purpose of the application. The final assessment of the work experience is conducted by the ESSEC Business School before you take up your studies. The ESSEC Business School is not bound by the assessment of the University of Mannheim.

Your chances of being selected for a (certain) study abroad program with one of our partner universities cannot be estimated beforehand. Whether you are offered a spot at all (and at which partner university) also always depends on your fellow applicants. The number of applicants can vary considerably from year to year for no apparent reason. Moreover, the number of available spots varies...
every year. As a consequence, we are unable to make any predictions on what your chances are. Therefore, please refrain from asking about your individual application chances.

In Case of Admission

➢ Required Proof of Language Proficiency

If you are given a spot at a partner institution and did not hand in the required language certificate at the time of application, you have to do so by 31 January 2019.

<table>
<thead>
<tr>
<th>Partner university</th>
<th>Proof of language proficiency</th>
</tr>
</thead>
</table>
| CBS                | As proof of English language skills:  
  - TOEFL (IBT min. 95 oder PbT min. 578 points)  
  - IELTS (academic min. 6.0)  
  - University degree completed in an English-speaking country |
| ESSEC              | As proof of English language skills:  
  - TOEFL (IBT min. 100)  
  - IELTS (min. 7.0)  
  - TOEIC (min. 850 Points)  
  If necessary, as proof of French and/or German language skills for a DFH scholarship:  
    - Certificate from a public educational institution that certifies skills according to CEFR (e.g. Language Certificate of the University of Mannheim) |
| Bocconi            | As proof of English language skills:  
  - Certificate from a public educational institution that certifies skills according to CEFR (A1 - C2) of the level B2 at a minimum (e.g. Language Certificate of the University of Mannheim)  
  - or TOEFL (min. 600/250/100 PbT/Computer Based/Internet Based), IELTS (min. 7.0) |
| NCCU               |
| NHH                |
| Queen’s            |
| USC                |

A transcript of records or a certificate confirming participation in a language course is not sufficient.

Please note: The test results must not be older than two years. The application deadline 30 September is the cutoff date.

As soon as you have received a valid TOEFL or IELTS result, please upload it to Mobility-Online. If English is your mother tongue, please contact the double degree team.

Please note that the language requirements for double degree programs might be different from language requirements for a regular semester abroad.

➢ Requirements for the Double Degree Program

You have to obtain a minimum of 60 ECTS (including all mandatory modules) and complete all core courses at the University of Mannheim before going abroad. Exceptions have to be approved by the double degree manager.

If you are admitted to a program, some host universities will request additional documents from you for your enrollment. The International Office will inform you on time concerning these documents, which could include:

- Current Transcript of Records (in English)
- Letter of reference for ESSEC: Please wait until you are admitted to the program before requesting a letter of reference. Letters of reference can be requested via the Business School website: https://www.bwl.uni-mannheim.de/studium/gutachten/.

These documents have to be prepared and sent to the host institution after the University of Mannheim informs you to do so.
Course Choice and Learning Agreement
After admission to a double degree program, you need to discuss your course selection for your period of study abroad with the double degree manager. You are going to conclude a Learning Agreement which serves to facilitate the credit transfer for the courses you complete abroad. The examination committee recognizes coursework and examinations of the Learning Agreement for the MMM program. Moreover, we will check whether you meet all requirements for completing your degree at the partner university.

Scholarship Benefits
- If your application is successful, you will receive tuition-free admission to one of our double degree partner universities.
- At our Erasmus partner universities (incl. Norway), Erasmus funding of the EU is usually included. Funding amounts vary and depend on the destination, usually it amounts to EUR 150-200. After your acceptance at an Erasmus partner university you will receive information from the International Office.
- The double degree program with the ESSEC Business School is linked to a scholarship of the Deutsch-Französische Hochschule.
- Moreover, there are several financing options listed on our website under Academics > Going Abroad > Studying Abroad > Financing. These options usually require a separate application. Please note: Many scholarships require an early application. Make sure to have all relevant information well in advance.

Graduation
After completing the double degree program successfully, you will receive two separate degrees: a Master of Science from the Mannheim Master in Management program of the University of Mannheim and the respective degree of the partner university.

In Case of a Rejection
The application period for the double degree programs is before the application period for the regular semester abroad (deadline 31 October). This way it is possible to apply for a semester abroad if you were not admitted to a double degree program. Applying for both a double degree program and a regular exchange semester at the same time does not result in any disadvantages for you. However, if you are admitted to a double degree program, your application for a regular exchange semester will no longer be considered.

We wish you the best of luck for your application.
Your Double Degree Team of the Business School and the International Office