

Application Form

Mannheim Master in Management Analytics

Name	First Name
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Checklist for a Complete Application

Please send your application documents in one PDF file via e-mail to pfeifer@mannheim-business-school.com and info.mma@mannheim-business-school.com

- Completed application form
- Current CV (up to the date of application)
- Digital photo (print resolution)
- English language certificate (TOEFL or equivalent test)
- High school diploma (certified copy)
- University degree certificate, such as a bachelor's degree certificate (certified copy)
- Application video (sent with WeTransfer)
- Company support form (original)
- Written confirmation of work experience (employment contract/job reference)
- Receipt of transfer of application fee (€99, not refundable)

Contact

Mannheim Business School gGmbH
Admissions Mannheim Master in Management Analytics
L 5, 6
68131 Mannheim
Germany

Phone: +49 (0) 621 181 34 27
Fax: +49 (0) 621 181 12 78
E-mail: info.mma@mannheim-business-school.com
www.mannheim-business-school.com/mma

Guideline for your Application

Admission

Admission Criteria

For a successful application for the Mannheim Master in Management Analytics you need to have:

- a Bachelor's degree or equivalent
- fluency in English, proven by a TOEFL (minimum score of 85) or a comparable test
- first work experience (job reference)
- a valid employment contract

Admission Procedure

The admissions process consists of four steps:

1. Submission of the application form and required documents

Fill out the application form and send it together with the required documents within the admissions period to Mannheim Business School.

2. Application Review

Once your application has been received, it will be reviewed by the Admissions Committee. You will receive a confirmation of receipt within two weeks.

3. Invitation to the Selection Interview

Present yourself in a personal or web-based interview with the Admissions Manager. An admissions decision will be made based on the evaluation of your application package and the selection interview.

4. Admission

After a successful application, you will receive the admission notification and contract (via DocuSign).



Tuition Fee

The regular tuition fee is €29,000. Admission to the program is done on a rolling basis.

English Language Proficiency

Proof of appropriate English language skills can be provided by the following:

- a) TOEFL (Test of English as a Foreign Language), Internet-based Test (TOEFL iBT) with a score of at least 85.
- b) Certificate of Proficiency in English with at least level C.
- c) Certificate of Advanced English with at least level C.
- d) International English Language Testing System – Academic Test (IELTS) with at least volume 6.5.
- e) TOEIC (Test of English for International Communication) with a score of at least 845.
- f) A successfully completed course of study with at least half of the courses in English as the language of instruction and examination or an English language university entrance qualification.

The results must not be more than five years old at the time of the closing date for applications.

Application Video

Please present yourself in a two-minute video and explain your views on digitalization in your company and how this Master's program will contribute to it. In addition, please explain in two more minutes in your video, why you think data is so important in today's business world.

Please submit your video via WeTransfer.

Company Support Form

Since the Mannheim Master in Management Analytics is a time-intensive professional development program, ensuring company support from the beginning is a critical element in determining a candidate's potential for success. Therefore, please include a signed company support form in your application documents.

Work Experience

Applicants must provide evidence of first professional experience. A corresponding reference from the employer must be enclosed with the application (employment contract and a job description).

Application Fee (not refundable)

Please transfer EUR 99 to the following MBS account:

Landesbank Baden-Württemberg

IBAN: DE12 6005 0101 7496 5044 81

BIC: SOLADEST

Reference: Your name, Application fee MMA24

01 Personal Information

Title
Last name
First name

Male Female Diverse

Date of birth	D D M M Y Y	Place of birth
Nationality		

Current Address

Street		
Country	Postal code	City
Home phone	Mobile phone	E-mail

Please keep us informed about any changes in your contact details.

02 Academic Background

University Entrance Qualification (e.g. High School Diploma, Abitur)

Type of University Entrance Qualification Certified copies have to be included in the application package.	City/Place of your Univ. Entr. Qualification	Date of your Univ. Entr. Qual.	Grade of your Univ. Entr. Qual.

Please list all academic achievements at the post-secondary education level in reverse chronological order.

Duration From	to	Name of University or College	Field/Major	Degree received	Results (Grade)	Number of holiday semesters
M M Y Y Y Y	M M Y Y Y Y					
M M Y Y Y Y	M M Y Y Y Y					
M M Y Y Y Y	M M Y Y Y Y					

03 Professional Background

Current Position

Please fill in your current employment. Please be as precise and accurate as possible and include a more detailed job description on an extra page.

Company	City, Country	Start of current employment	I have a valid employment contract
		D D M M Y Y Y Y	Yes No
Position/Function			

Post-graduate work experience at the start of the Master's program in February 2022 (permanent position after your first degree) in months: _____

03 (continued)

Previous work experience

Please list each full-salaried position after your first degree in reverse chronological order. Please be as precise and accurate as possible.

a)

Company	City, Country	Duration From	To
		D D M M Y Y Y Y 	D D M M Y Y Y Y
Position/Function			

b)

Company	City, Country	Duration From	To
		D D M M Y Y Y Y 	D D M M Y Y Y Y
Position/Function			

04 English Language Proficiency

Language Test

Please indicate the language test you have taken. Please enclose a certified document.

- TOEFL
 TOEIC
 IELTS
 Certificate of Proficiency in English
 Certificate of Advanced English
 Course of study in English

Date taken/to be taken	Location	Result
D D M M Y Y 		

05 International Experience

Please list your most significant international experiences growing up, studying or working outside your home country.

Duration From	To	City, Country	Activity	Name of employer/university
M M Y Y Y Y 	M M Y Y Y Y 			
M M Y Y Y Y 	M M Y Y Y Y 			
M M Y Y Y Y 	M M Y Y Y Y 			

06 Extra-Curricular Activities

Please specify your extra-curricular and leisure-time activities in order of importance to you.

1
2
3
4

07 Financing

How will you fund your tuition fees, if you are admitted to the Mannheim Master in Management Analytics?

	Amount in EUR	in %
Tuition funded by company		
Tuition funded by yourself		
Bank or privat loan		
Other – please specify:		

How did you first learn about this Master's program? Please be as precise as possible and name your sources.

Current employer

Career advisor

Alumnus/alumna of Mannheim Business School

Advertisement/media article

Mannheim Business School website

Other website

Current/former university/professor

Master study fair

Colleague/friend/relative

Other

Statement of Accuracy:

I hereby certify that the information contained in this application is complete and correct to the best of my knowledge.

Date _____

Signature _____

Data protection information and declaration of consent

When you apply for an MBS study program, we record your personal data (e.g., from your cover letter, résumé, references, application form, interviews, etc.) in our applicant tracking system for the duration of the application process.

MBS collects, processes (in particular stores) and uses this data to contact you in the event of acceptance or, in the event of an initial rejection, to inform you that a place has become available or to seamlessly proceed with the application process should another study program at MBS come into question. If you are accepted for an MBS study program, this data shall continue to be stored for the duration of that program. In addition, MBS shares your data with the University of Mannheim for the purpose of the academic supervision of MBS study programs.

Personal data that is no longer required for these purposes is deleted or blocked, provided that there are no legal retention or storage obligations. In the event that you terminate the application process prematurely or are not accepted for the MBS study program, all personal data, with the exception of information on your acceptance, rejection or withdrawal of your application, shall be deleted.

Applicant data is stored on our file server, located on MBS and University premises. Application documents are also stored in the CRM system “Salesforce”, in a data center located in Germany. In addition, MBS uses “Google Apps for Education” as well as products of the Microsoft Office 365 Suite (EU) for various purposes in the admissions process. It cannot be completely excluded that such personal data will also be stored on servers located outside the EU.

Personal data may only be processed and used where permitted by law or subject to the consent of the person concerned. With regard to the procedures described above, it is permitted to collect, store, transmit and use your personal data to the extent described in Article 6(1)(b) General Data Protection Regulation (GDPR). By signing, you confirm that you are aware of these data processing purposes.

In addition, we intend to store your personal data in the manner described for a maximum period of 12 months after termination of the application process. In this case, we require your consent, since there is no legal obligation for this storage. By signing this document, you also give such consent. By way of precaution, we would like to stress that your consent is voluntary, and refusal will have no effect on your chances in the application process. You may therefore refuse to give your consent without stating any reasons, and without having to be concerned about repercussions. You may revoke your consent in writing at any time in the future. Revoking or refusing consent does not affect the scope of the data processing permitted or stipulated by the GDPR or other legal provisions.

Should you have any questions about data protection and how MBS deals with personal data, please contact our data protection officer at: datenschutz@mannheim-business-school.com, Mannheim Business School, L5, 6, 68131, Germany

Date _____ Signature _____

If a candidate applies for the Mannheim Master in Management Analytics course as part of a secondment, Mannheim Business School gGmbH will also inform the employer in the event of an admission to the program.

Declaration of consent to the transfer of personal data

Furthermore, as an applicant I agree that my employer will be informed. Furthermore, I agree that my data will be transmitted electronically (e.g. by e-mail) to my employer.

Yes No

I am aware that I can revoke my consent to the transfer of data to my employer at any time. The revocation must be sent to info.mma@mannheim-business-school.com.

Newsletter Opt-in

I agree that Mannheim Business School uses my aforementioned e-mail address to send me information about upcoming MBS events, the latest offers regarding MBS study programs and courses, as well as general MBS related news. This information will be delivered through a newsletter with a general monthly cadence and occasional extra issues. You can notify us at any time via e-mail to info@mannheim-business-school.com if you no longer wish to receive the newsletter / information about our study programs.

Yes No

Signature _____



www.mannheim-business-school.com/mma