

# Application Form

## Mannheim Master in Management Analytics & AI (Part-Time)

First Name(s)

Last Name(s)

### Checklist for a Complete Application

Please send your application documents in one PDF file via e-mail to [info.mma@mannheim-business-school.com](mailto:info.mma@mannheim-business-school.com).

- Completed application form
- Current CV
- Digital photo
- Proof of English language proficiency
- High School Diploma
- Certificate and transcript of records of first degree
- Written confirmation of work experience & current employment
- Application video (via WeTransfer)
- Receipt of application fee (€99, non-refundable)
- APS for applicants with first degrees from India, China and Vietnam

### Contact

Mannheim Business School gGmbH  
Admissions Mannheim Master in Management Analytics & AI (Part-Time)  
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68131 Mannheim  
Germany

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[www.mannheim-business-school.com/mma](http://www.mannheim-business-school.com/mma)

# Guideline for your Application

## Admission

### Admission Requirements

For a successful application for the Mannheim Master in Management Analytics & AI (Part-Time) you need to have:

- A first academic degree
- First work experience
- Fluency in English
- Current employment

### Admission Process

The admission process consists of four steps:

#### 1. Submission of the application package

Fill out the application form and send it, within the admission period, together with the other required documents and the application video 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 to 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 by the Admissions Committee based on the evaluation of your application package and the selection interview.

#### 4. Admission

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



## Admission Period & Tuition

The current tuition fee is €29,000 (regular fee €32,000). We offer four early-bird discounts for the Mannheim Master in Management Analytics & AI (Part-Time) in connection with five admission rounds for the intake 2025.

Your complete application package, including your application fee payment, is due at the latest at 6 PM CET on the deadline date for the round in which you apply, but of course can be handed in at any time before the due date. Admission to the program is granted on a rolling basis.

Admission Round	Application Deadline	Early-Bird Discount	Payable Tuition
Round 1	August 15, 2024	€2,500	€26,500
Round 2	September 30, 2024	€1,500	€27,500
Round 3	November 30, 2024	€1,000	€28,000
Round 4	January 31, 2025	€500	€28,500
Round 5	from February 1, 2025, onwards	no reduction	€29,000

Do not rush your application, but there are some advantages to applying in either round 1, 2, 3 or 4, such as early access to a secure spot on the program, access to the MBS Network and enough preparation time.

## English Language Proficiency

Proof of appropriate English language skills can be provided by:

- a) TOEFL iBT (Test of English as a Foreign Language Internet-Based Test) with a score of at least 85.
- b) IELTS (International English Language Testing System) Academic Test with at least band 6.5.
- c) TOEIC (Test of English for International Communication) with a score of at least 845.
- d) telc (The European Language Certificate) English University with at least level B2.
- e) An FCE (First Certificate in English), CAE (Certificate in Advanced English) or a CPE (Certificate of Proficiency in English) with at least level C can also be accepted.
- f) BEC (Business English Certificate) with at least level B2.
- g) A successfully completed course of study of 2 years or more, during which at least half of the ECTS credit points had English as the language of instruction and examination or an English language University Entrance Qualification.

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

## First Academic Degree

Please include the Certificate, Diploma and Transcript of Records of your first degree, e.g. your Bachelor's Degree. If you have an additional degree, such as a Master's Degree, please also include these documents.

## Confirmation of Work Experience & Current Employment

Applicants must provide evidence of first professional experience and current employment. A corresponding reference from the employer must be enclosed with the application package, e.g. the employment contract, a letter from the employer and/or a job reference.

## Application Video

Please present yourself in a two-minute video and explain your views on digital transformation 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.

## Application Fee (non-refundable)

Please transfer €99 to the following MBS account:  
Landesbank Baden-Württemberg  
IBAN: DE12 6005 0101 7496 5044 81  
BIC: SOLADEST  
Reference: Your name, Application fee PTMMA27

## 01 Personal Information

Please be sure to provide all information consistent with the information in your official identification document, e.g. ID card or passport

Title
First name(s)
Last name(s)

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 <small>Certified copies have to be included in the application package.</small>	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
Industry			
Position/Function			

Post-graduate work experience at the start of the Master's program in May 2025 (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 with your test result.

- TOEFL   
  IELTS   
  TOEIC   
 Other  
 Course of study in English   
 English Language University Entrance Qualification

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, if you are admitted to the Mannheim Master in Management Analytics & AI (Part-Time)?

	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

At what other education institutions have you also applied to?

### 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](mailto: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](mailto: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](mailto:info@mannheim-business-school.com) if you no longer wish to receive the newsletter / information about our study programs.

Yes  No

\_\_\_\_\_  
Signature \_\_\_\_\_

