

Statutes
of the Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU)
Outlining the Regulations for Admission and the Selection Procedure
in the Master Degree Course in International Management

31 October 2018

Based on section 63 (2) and section 59 (1) of the Law for Universities in Baden-Württemberg (Landeshochschulgesetz, LHG) dated 01 April 2014 (Law Gazette (GBl.) page 99) and section 20 of the HVVO (Act on the Awarding of University Places of the State of Baden-Württemberg) dated 13 January 2003 (Law Gazette (GBl.) page 63) last amended in section 14 of the third law on the amendment of university regulations (University Law Amendment Act, 3rd HRÄG) dated 01 April 2014 (Law Gazette (GBl. page 99)), the Senate of the Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen passed the following statutes on 25 October 2018.

Section 1 Admission and Number of Admissions

- (1) First-year students are admitted twice a year, at the beginning of the winter and summer semester respectively.
- (2) The number of first-year admissions is regulated by the Act of the Ministry of Science Baden-Württemberg which in its currently valid version determines the number of admissions at Universities of Applied Sciences (ZZVO-HAW).

Section 2 Application Deadline

Applications for admission for the winter semester must have been received at HfWU before 15 June and for the summer semester before 1 December of the previous year (cut-off period).

Section 3 Hardship Cases Quota

5% of the admission numbers, or at least one place, is reserved for applicants in exceptional circumstances, so-called hardship cases.

During the admissions process, ranking is done in the following order:

- 1) Selection based on the result of the selection procedure
- 2) Selection based on hardship criteria

Applicants eligible for both ranking lists 1) and 2) are included in both lists.

Section 4 Admission Criteria

Applicants who meet the following requirements may be admitted on the Master Degree Course in International Management:

1. Proof of having successfully completed a degree course at a German University or Berufsakademie/Duale Hochschule or an equivalent degree from a foreign institute of higher education.
In Bachelor Degrees with less than 210 ECTS, the Admissions Committee will check if the required qualifications are met in accordance with the admission requirements.
2. Proof of proficiency in English
 - Test of English as a Foreign Language -TOEFL- with at least 500 points (paper based) or 173 points (computer based) or 61 points (internet based),

- International English Language Testing System Academic – IELTS with an overall band score of at least 5.5,
- Cambridge English: Business Vantage - BEC Vantage,
- Cambridge English: First – FCE
- Cambridge English: Advanced - CAE,
- Cambridge English: Proficiency - CPE,
- Advanced Placement International English Language Exam (APIEL) with a result of at least 4,
- Test of English for International Communication (TOEIC) with at least 785 points,
- Completed first degree course in English or
- Completed first degree course with a major in English
- Language certificate confirming B2 level according to the “Common European Framework of Reference for Languages”
- Proof of proficiency in English need not be provided if applicants submit a GMAT with a result of at least 500 points or if applicants are from countries where English is an official language or if applicants are native English speakers.
- If no proof of proficiency in English has been submitted by the end of the application deadline, a test of the applicant’s command of English can be carried out internally at the university. This internal English test is similar to the Cambridge English Test.

Section 5 Admissions Committee

The selection procedure is carried out by an Admissions Committee consisting of the Dean of Studies (Studiendekan) plus a further full-time professor or a staff member of HfWU. The Admissions Committee is responsible for following the correct selection procedure in accordance with section 8 and will compile the ranking list accordingly and pass it on to the management of HfWU for a decision on admission. The Rektor makes the final decision of admission based on the recommendations of the Admissions Committee.

Section 6 Selection Procedure

- (1) Course places are allocated following the result of a selection procedure during which a ranking list is compiled.
- (2) Allocation of a course place will be determined by the following selection criteria:
 - 1) The average grade of the completed first degree course accounts for 40 % and
 - 2) The result of the entrance interview according to section 7 accounts for 60 %.

Section 7 Entrance Interview

- (1) A maximum of 60 applicants are allowed to take part in the entrance interview. Invitation is based on a ranking list determined by the final grade of the first degree course.
- (2) During the interview (appr. 15 minutes), applicants are required to demonstrate their basic understanding of the subject as well as their work experience and their motivation for this course. A maximum of 30 points may be awarded for the basic understanding of the subject, a maximum of 50 points for work experience and a maximum of 20 points for motivation. The Admissions Committee may decide to carry out the interview by telephone (telephone interview, video interview etc.).
- (3) A GMAT with a result of at least 500 points will substitute the three parts of the entrance interview as follows:
 - Basic understanding of the subject with 25 points

- Motivation for the course with 20 points
- (4) Points for work experience are awarded on the basis of any relevant documentation that has been submitted. A maximum of 50 points may be awarded.

Section 8 Compiling a Ranking List for Decisions of Admission

- (1) Based on the criteria outlined in section 6 (2), Nos. 1 and 2, the place on the ranking list is determined as follows:

The average grade of the completed first degree course will be converted into points according to the attached appendix and added to the points achieved during the interview (section 7).

Based on the overall points achieved, a ranking list will be compiled which forms the basis of the decision on admission. Only applicants with a minimum of 75 points can be included in the ranking list.

- (2) In the case of equal ranking, ranking will be determined according to section 16 of the HVVO (Act on the Awarding of University Places of the State of Baden-Württemberg).

Section 9 No Show or Discontinuation of the Interview

An entrance interview will be rated with 0 points if the applicant does not show up for interview at the agreed time or if he/she decides to discontinue the interview after it has begun.

Section 10 Commencement

These statutes will come into effect on the day after they have been published. They will regulate the admissions process from Summer Semester 2019 on. Concurrently, the statutes of the Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU) outlining the Regulations for Admission and the Selection Procedure in the Master Degree Course in International Management dated 18. April 2018 will no longer be applicable.

Nürtingen, 31 October 2018

Professor Dr. Andreas Frey
Rektor

Please note: The English translation serves informational purposes only. Only the German text published in the Rektor's Office is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

Conversion Table for the Average Grade of the Completed First Degree Course

(according to the standard HfWU grading table which has been approved by the central examinations board)

Average Grade	Points
1.0	100
1.1	98
1.2	96
1.3	94
1.4	92
1.5	90
1.6	88
1.7	86
1.8	84
1.9	82
2.0	80
2.1	78
2.2	76
2.3	74
2.4	72
2.5	70
2.6	68
2.7	66
2.8	64
2.9	62
3.0	60
3.1	58
3.2	56
3.3	54
3.4	52
3.5	50
3.6	48
3.7	46
3.8	44
3.9	42
4.0	40