



HOCHSCHULE
FÜR ANGEWANDTE
WISSENSCHAFTEN
MÜNCHEN



1. Admission Requirements

What are the requirements?

Admission requirements for access to the master programme "Entrepreneurship and Digital Transformation" include:

- Proof of a completed degree at a German university or an equivalent qualification providing at least 180 ECTS credit points and at least six theory semesters, with an overall examination result of 2.5 or better.
- Proof of good written and spoken English language skills. The respective proof shall be provided in the language certificate of the B2 competence level specified in the European reference framework. This proof shall likewise apply as provided if successful graduation from an English language training course at a higher education school or university is proven.
- Proof of course-specific suitability as part of a selection procedure.

I will receive the result from my English language test later than the end of May. Can I hand in the results later?

Unfortunately you cannot submit a certificate or test later than June 15. **Due to the current corona situation you can submit the document until end of July.** [mailto: deepdive@hm.edu](mailto:deepdive@hm.edu).

For how long is my English Certificate valid?

We can accept your tests or certificates up to 4 years.

How do you treat the second decimal of the final Bachelor's grade if I have a grade between 2.51 and 2.59?

The grades 2.51 to 2.59 will be treated as the grade 2.5.

How can I convert course credits which do not comply with the ECTS system?

In general, 1 ECTS credit point equals 30 working hours. If your Bachelor's degree was awarded on the basis of a different credit system, please provide us with the general conversion formula of your former university at the time of your application.

Is there a possibility to bypass the required final grade of the Bachelor's degree of 2.5 or better?

Unfortunately, there is no possibility to avoid this regulation. Your Bachelor's certificate (or transcript of records) needs to demonstrate at least a grade of 2.5 or better (according to the German grade system).

I will get my Bachelor's certificate after May.

If you have not finished your Bachelor's degree, but will do so before October 1 in the year in which you will start your master programme, you still have the opportunity to apply. In this case you would hand in a transcript of records from your current university at uni-assist (if you are an international applicant) or send it online to MUAS (if you are attending a German bachelor programme). Please note that the overall examination result of 2.5 or better needs to be definite by the time of your application.

If your degree has not been issued until the end of the enrollment deadline, enrollment is possible though. You will then need an official confirmation of your degree, the overall examination result and the achieved score of ECTS credit points provided by your university's examination office (with official stamp and signature). You will have to submit the degree one month after the end of the enrollment deadline **the latest**.

2. Obtaining missing 30 ECTS credit points/internships

I have only 180 ECTS, what do I have to do?

Where applicants can prove a completed university study programme, for which less than 210 ECTS credit points were awarded (but at least 180 ECTS credit points), a requirement to pass the master's examination shall be proof of the still required ECTS credit points, either from the subject-applicable undergraduate study programme of Munich UAS or in the form of a full-time internship of at least 20 weeks or in the form of applicable work experience of at least one year.

The examinations board specifies here which knowledge, skills and competencies (learning outcomes) the applicant did not acquire in their completed first degree programme compared with a university study program with 210 ECTS credit points and determines from this the modules and exam performances that the applicant must still prove/catch up on.

The study and exam performances must be successfully provided with a maximum of one repeat each, within 12 months of beginning the studies. The modules and exam performances determined by the examinations board shall be communicated to the student with enrolment. The students are enrolled in the "Entrepreneurship and Digital Transformation" master's degree programme to provide the still required ECTS credit points.

3. Application

When can I apply?

Our master programme starts only in the winter semester, each year on October 1. The application is possible between May 2 and June 15 of the year in which you would like to begin your studies.

Is it possible to repeat my application?

Yes, it is possible to repeat your application once.

How do I apply (**applicants with German bachelor degree**)?

If you have a German Bachelor degree you can apply from 2nd of May till 15th of June via this link [online](#). You do not have to send any documents via post.

Please fill in the application form online and upload the following documents to prove that you meet the admission requirements:

- Bachelor degree certificate (showing your grade) including Diploma Supplement (if you have this)
- Proof of English language skills (level B2)
- Proof of knowledge in the areas of intra-/entrepreneurship and digital transformation and implementation of projects
- Project description
- CV

What is the project description?

Please submit a 2-3 pages project description of how you did or would carry out either an entrepreneurship project i.e. starting your own (digital) business or an intrapreneurship project i.e. a (digital) innovation project within an established company. Please note: At this stage this has not to be the business idea you will work on later.

The systematic description should include e.g. information on the goal(s) of the project, the innovative solution(s) you did or would develop, as well as the steps and resources required to accomplish the project successfully.

If you have any technical problems please contact the Enrollment Office, Tel: 089 1265-5000 immatrikulation@hm.edu

How do I apply (**applicants with non-German bachelor degrees**)?

In order to apply at Munich University of Applied Sciences (MUAS) candidates with a bachelor degree from a non-German university will have to prove that their Bachelor's degree is equivalent to a German first degree. This means that candidates have to apply at first to **uni-assist** (the service center for international students) to validate their degree. After this first verification process, you will receive a preliminary documentation (VPD) and can apply to MUAS. You find all relevant information for your application at uni-assist on their website: <https://www.uni-assist.de/en/>

Please submit the following documents to uni-assist:

- Certified copies of the original bachelor degree certificate
- Certified translations of the above if certificates are issued in another language than German or English
- Certified copy of your official Diploma Supplement or in case that you did not receive this, a certified copy of your Transcript of Records
- Copy of your passport

Uni-assist will send a **preliminary documentation (VPD)** to you.

Please submit then the following documents to MUAS via <https://www.hm.edu/masterbewerbung/> (available from 2 May until 15 June)

- Bachelor degree certificate (showing your grade) including Diploma Supplement (if you have this)
- Proof of English language skills (level B2)
- Proof of knowledge in the areas of intra-/entrepreneurship and digital transformation and implementation of projects
- Project description
- CV
- Preliminary documentation (VPD)

You do not need to send a letter of motivation. Do not send original documents via post.

I have acquired my Bachelor's degree abroad. How do I know if it is the same as the German 2,5?

Please use grade conversions in the internet for a “first draft” conversion.

If you believe that you can fulfill all requirements, please send your certificates to uni-assist in order to be converted.

If you have finished your studies, but cannot provide a VPD, your application will not be accepted.

The examinations board will assess if you fulfill all requirements to enter this master's programme. If this is the case, we will invite you to an admission interview, see “5. Admission interview”.

How do I get to the online application platform?

You will find a link to the online application platform (called PRIMUSS) on our webpage under “information for applicants”:

https://www.hm.edu/en/course_offerings/deepdive/admissions/index.en.html#text_und_bild_optional

FAQs master programme Entrepreneurship and Digital Transformation 15.04.2020

The screenshot shows the top navigation bar of the MUAS website with links for STUDENTS, SUMMER SCHOOLS, FACULTY AND STAFF, and ALUMNI. Below the navigation bar, there is a breadcrumb trail: ENGLISH VERSION > Academic Programmes > DeepDive > Admissions. The main content area is divided into three columns: NAVIGATION, INFORMATION FOR APPLICANTS, and CONTACT. The NAVIGATION column lists links for About MUAS, Academic Programmes, Application, International, Research and Development, Contact, and Sitemap. The INFORMATION FOR APPLICANTS column features a large image of students working on a laptop and a text block describing the interdisciplinary master programme. The CONTACT column provides contact information for Ebru Turgut-Dao, including room number, telephone, fax, and email.

This screenshot shows a list of application-related topics with expandable icons (+). The topics include Unique Approach, Career Opportunities, Admission Requirements and Application Process, Curriculum (Overview), and Study Programme at a Glance. A red circle highlights the 'Application period for winter semester: May 2 - June 15' section. Below this, there is a paragraph explaining that applicants must first register on the online application platform to access their information. A note specifies that the application period is from May 2 to June 15. The text also mentions that on the platform, applicants can add the degree programme and enter their personal data and educational background.

You can also use <https://www.hm.edu/master-bewerbung/> to go to the online application form directly.

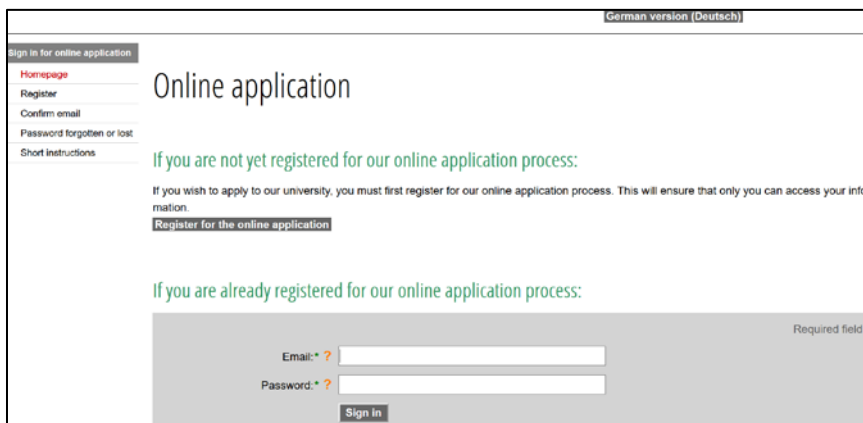
The screenshot shows the homepage of the online application portal. The main content area features a calendar-style overview of the application process steps: 1. Bewerbungsphase (May 2 to July 15, 2019), 2. ggf. Eignungsverfahren (June to July), 3. Bereitstellung der Bescheide im Bewerberportal (July/August), and 4. Immatrulation (September/October). A red circle highlights a green button labeled 'zum Bewerberportal'. Below the button, there is a warning: 'ACHTUNG: die Registrierung zum WIGe 2019/2020 ist erst ab 2. Mai 2019 gültig'. The right sidebar contains links for BACHELORSTUDIENGÄNGE, TERMINE, ÜBERSICHT ALLER MASTERSTUDIENGÄNGE, MASTERÜBERSICHTSFLYER, ZULASSUNGSVORAUSSETZUNGEN, and INTERNATIONALE MASTERSTUDIENDE.

FAQs master programme Entrepreneurship and Digital Transformation 15.04.2020

In both cases you will be directed to the online application portal (PRIMUSS):



On the German landing page of the online application platform you will need to click on “Englische Version (English)” on the right top to switch into English.



If you have any technical problems please contact the Immatrikulationsamt, 089-1265-5000 immatrikulation@hm.edu.

Timeline of application

Steps		Time
1st step:	Apply via uni-assist which will take up to 6 weeks	June 15
2nd step:	Apply online via Primuss at Munich University of Applied Sciences	Between May 2 and June 15
3rd step:	If you fulfill all requirements, you will be invited to an admission interview	First two weeks of July
4th step:	Check your status on PRIMUSS to see if you have passed the admission interview and are selected for the programme	August

4. Language

Which tests or certificates of proof of good English skills are considered valid?

- Test of English as a Foreign Language (TOEFL) internet based at least 72 points
- International English Language Testing System (IELTS) at least 5.5
- Test of English for International Communication (TOEIC) at least 785
- Cambridge First Certificate in English (FCE)
- Cambridge Advanced English (CAE)
- Cambridge Certificate of Proficiency (CPE)
- Business English Certificate (BEC) Vantage
- UNlcert II
- Evidence is made if the applicant has completed an education in English language with a high school or an university degree

Is knowledge of the German language necessary?

No, you do not need German skills, as the courses are predominantly taught in English. In case of a German elective course, however, you would need German skills. We encourage international students to participate in the offered German language classes during their time at Munich University of Applied Sciences (MUAS). German skills are an important asset for increasing both your living quality in Munich during your studies and your job opportunities after your graduation.

5. Admission interview

How can I prepare myself for the admission interview?

The interview gives you the chance to get to know our staff and ask questions regarding the programme. On the other side the interview gives us a chance to learn more about you, your interests, and the applicant's analysis and problem-solving competence and reasoning as well as communication skills, in particular on the basis of the project description and the other documents submitted for the preselection.

Do I really need to come to Munich for the admission interview?

In general a physical presence of all invited candidates is necessary. But we might also offer Skype Interviews.

When do I get an invitation to the admission interview?

We usually send out invitations to the interview at least one week in advance via email, but the dates of the interviews will be announced before. The admission interviews usually take place in July.

6. Enrollment (or Immatriculation)

When will I receive the notice of admission or rejection?

After the examinations board has decided on your application, you will receive a notice of admission to the study programme or a notice of rejection around Mid July. The notice will not be sent per mail, instead you will receive it online via the online application portal.

If you have not completed your studies at the time of your application yet, admission is only possible if you complete your degree with the required grade until the end of enrollment deadline.

How does enrollment take place?

Enrollment means becoming a student at MUAS. By being enrolled, you are granted student status, you can sign up for courses and exams, use the library etc. You will be enrolled if **ALL** required documents are available and there is no obstacle to admission. Once you are enrolled you will receive your student card as well as the login details for your university account (PIC).

If your degree has not been issued until the end of the enrollment deadline, enrollment is possible though. You will then need an official confirmation of your degree, the overall examination result and the achieved score of ECTS credit points provided by your university's examination office (with official stamp and signature). You will have to submit the degree one month after the end of the enrollment deadline **the latest**.

You will furthermore need to bring a **current certificate of health insurance** to enrollment day. It is important that the certificate is being issued for MUAS in particular („Versicherungsbescheinigung zur Einschreibung an der Hochschule“). Other, general certificates of health insurance will not be accepted.

If you have a private health insurance you will still need a certification of a German statutory health insurance provider that you do not have insurance, are exempted from the insurance requirement, or that you are not required to have insurance.

For international students: you must present a certificate from a German statutory health insurance provider in order to complete your enrollment.

7. Fees

Is there an application fee for this master programme?

No, the application is free of cost. Applicants with non-German bachelor degrees, however, have to pay a fee for the service of uni-assist.

Are there tuition fees and if yes, how high are they?

There are currently no tuition fees for the master programme. All students, however, pay a Student Union fee (around 62€) and a solidarity fee (around 67,40€) for the student public

transportation pass (Semesterticket) per semester. More information can be found via this link [Living in Munich](#)

8. Student life in Munich

Please note that the Munich University of Applied Sciences will not be able to support you with visa applications, accommodation, or scholarships. Make use of the recommended links and get in contact with the relevant institutions.

Which preparations do I have to make before I come to Germany as an overseas student? And what do I have to organize when I arrive in Germany?

There are many things, which you have to consider before you can live and study in Germany (e.g. apply for a visa or arrange a proper health insurance). Please see under [Living in Munich](#)

Are there possibilities to receive financial support or scholarships?

You may have the possibility to apply for [BaföG](#), the common financial support for students in Germany, if you fulfill specific requirements. Additionally, there are other possibilities to receive financial support such as study and education credits or in certain cases scholarships. For more detailed information please visit the website of the [Studentenwerk München](#).

How does the six-month student ticket ("Semesterticket") work?

After your successful enrollment, you will receive your student card with an imprinted MVV icon. Together with your student card or passport, it entitles you to use the public transportation system all over Munich at certain times. More information is available on the [mvv website](#).

Are there German language courses available for foreign students of the master programme?

Yes, foreign students with few or no German language skills have the opportunity to participate in intensive German language classes (free of cost) that will help them to acquire a solid level of German during their studies. For more information please see the homepage of faculty 13 ["Department of General and Interdisciplinary Studies"](#).

9. The project work/ your study

Will I be able to work on the project that I ticked in PRIMUSS?

We will try to allow each student to work on the project „type“ (entrepreneurship or intrapreneurship) that he/she opted for, however, unfortunately we cannot guarantee to fulfil everybody's wishes.

In case of my decision to do an entrepreneurship project, will I be able to work on my own business idea?

Unfortunately we cannot allow single students to work on their individual business ideas. However, each student with a business idea will have the chance to pitch his/her idea to the fellow students in the introductory week in October. If you convince with your idea and find up to four team members, you will be able to work on your business idea throughout your studies.

In case of my decision to do an intrapreneurship project, when will I learn about the company challenge?

In the introductory week in October you will meet the companies that will present their challenges. Teams will be set up according to the interdisciplinary mix of backgrounds and qualification.

When will I meet my team and my supervising professor? What about the electives?

You will meet your team members in the introductory week as well as your supervising professor by the end of the week the latest. Together with him/her you will discuss the project topic as well as your individual study plan. Based on your previous study background but also with regard to the need of complementing knowledge and competencies for a successful project work, he/she will define which elective courses you shall attend.

Working in your team and taking courses

Throughout your studies you will be part of your project team and work on your project together. You will also take the obligatory courses on Entrepreneurship, Digital Technologies and Digital Business Models together. Please note that you will take the elective courses selected by your supervisor on your own.

If you have any other questions, please feel free to contact us:

Student Guidance and Counselling Centre
Phone +49 89 1265 1121

Enrollment Office
immatrikulation@hm.edu
Phone +49 89 1265 5000

Ebru Turgut-Dao
Academic Advisor
deepdive@hm.edu
Phone +49 89 550506 34