

## FAQs

### Frequently Asked Questions about the Master Programme

#### M.Sc. Business Administration

(updated 30<sup>th</sup> of March 2017)

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## 1. Application

### 1.1 When do I apply?

- This Master Programme starts on a yearly basis in the winter semester, ie. on 1<sup>st</sup> October.
- The application is possible between **2<sup>nd</sup> May and 31<sup>st</sup> May** of the year in which you would like to commence your studies.
- **Applicants with non-German bachelor degrees** have to apply **until 31<sup>st</sup> of March via uni-assist** (see question 1.4).

### 1.2 How do I apply (Applicants with German bachelor degree)

If you have a German bachelor degree you can apply from 2<sup>nd</sup> of May till 31<sup>st</sup> of May via this link [online](#). You do not have to send the documents via post!

Please fill in the application form online and

upload all relevant documents to prove that you meet the admission requirements, ie:

- Bachelor degree certificate
- Diploma Supplement if you have received this
- Transcript of Records with average grade and ECTS credits)
- Proof of English knowledge
- Detailed CV
- VPD (from uni-assist)

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

### 1.3 How do I apply (Applicants with non-German bachelor degrees)?

Steps in the application process

	<b>Steps</b>	<b>Time</b>
1 <sup>st</sup> step:	<b>Apply via uni-assist</b> (see question 1.4 below), which will take up to 6 weeks	<b>Until 31<sup>st</sup> of March (new! )</b>
2 <sup>nd</sup> step:	<b>Apply online via the “<a href="#">Immatrikulationsamt</a>” at <a href="#">Munich University</a> of Applied Sciences</b>	starts 2 <sup>nd</sup> of May, ends 31 <sup>st</sup> of May
3 <sup>rd</sup> step:	If you fulfill all requirements, you will be invited to an <b>Aptitude Test</b> , which takes place Mid-July.	Mid-July
4 <sup>th</sup> step:	If you have passed the aptitude test and are selected for the programme, you will receive a <b>letter of acceptance</b> via post.	August

### 1.4 What is uni-assist?

Uni-assist is a membership corporation, which evaluates international school/ university certificates. It examines if the submitted school/ university certificates are equivalent to German school/ university degrees, i.e. whether they qualify in principle for admission to university studies in Germany.

In order to apply at Munich University of Applied Sciences (MUAS) candidates with a first degree from a non-German institute 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 to validate their degree

For more information please visit [Uni-assist's homepage](#)

### 1.5 Where do I certify my diploma?

Please have a look at your website:

[https://www.hm.edu/studierende/mein\\_studium/antraege\\_formulare\\_bescheinigungen/beglaubigung.de.html](https://www.hm.edu/studierende/mein_studium/antraege_formulare_bescheinigungen/beglaubigung.de.html)

### 1.6 Is it possible to repeat my application?

Yes, it is possible to repeat your application once, ie you can apply twice.

## 2. Fees

### 2.1 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 uni-assist. Please read "foreign bachelor degrees" on our [homepage](#).

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

There are currently no tuition fees for the Master Programme. However, all students are required to pay two components of administrative fees per semester: The basic fee of 52 Euro and an (obligatory) additional fee of 61 Euro for the six-month student ticket ("Semesterticket") of the MVV (Münchner Verkehrs- und Tarifverbund). Please see also question 6.3)

More information can be found under [Living in Munich](#)

## 3. Entry requirements

### 3.1 What are the prerequisites?

- A **certified copy of your bachelor's degree and your bachelor's degree certificate** (resp. of your diploma degree and your diploma certificate) of your **business administration studies** or a related discipline (a **final mark of "good" or better** is required, German grade: **2,4 or better**)
- Evidence of achieved 210 ECTS credits out of a minimum of **six theoretical semesters** of a bachelor's degree or diploma programme is required.
- If you have achieved less than 210 ECTS but a minimum of 180 ECTS from six theoretical semesters you can still apply for this Programme. You will have to obtain the missing 30 ECTS during your master studies prior to the release of the subject of your master thesis (hence prior to the beginning of the third semester). If you have only 180 ECTS and an internship / work experience in you programme included, you will not be accepted.
- Proof of good knowledge of English, both written and spoken by the applicant
  - Competence language level "B2" established by the Council of Europe's Common European Framework of Reference for Languages (see question below)
  - Evidence is made if the mother tongue is English or an education in English language with a high school or an university degree is proven
- Evidence of a minimum of 10 ECTS credits of study modules of mathematics and/ or statistics (see below)
- Evidence of a minimum of 25 ECTS credits of study modules of Finance and Accounting or 25 ECTS credits of study modules of the business functions such as marketing, logistics, innovation management and project management
- A detailed CV

### 3.2 How do I fulfil the English language requirements?

- Test of English as a Foreign Language (TOEFL) internet based at least 89 points or
- International English Language Testing System (IELTS) at least 7,0 or
- Test of English for International Communication (TOEIC) at least 700 or
- Cambridge First Certificate in English (FCE) or
- Cambridge Certificate of Proficiency (CPE) or
- Cambridge English: Advanced (CAE)
- Business English Certificate (BEC)
- If your mother tongue is English
- If an education in English language with a high school or a university degree is proven.

Please be aware that English courses from Bachelor degrees or high schools are no longer accepted, nor can we accept a year abroad in an English-speaking country as a proof.

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

Yes, you can hand in the results from your English test until the official enrollment in October.

**3.4 How long is my English Certificate valid?**

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

**3.5 How do you treat the second decimal of the final Bachelor's grade if I have a grade between 2.41 and 2.49?**

The so-called "Abschneideverfahren" (cut off treatment) applies, which implies that no rounding will be conducted and for example the grades 2.41 to 2.49 will be treated as the grade 2.4.

**3.6 What does ECTS mean?**

ECTS stands for "European Credit Transfer System" and represents a unified measure of the workload of study efforts. It is a points-based system which aims to make the education at different European universities comparable.

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

In general, 1 ECTS credit point equals 30 working hours. So 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.

**3.8 Is there a possibility to bypass the required final grade of the Bachelor's degree of 2.4 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 2.4 or better (according to the German grade system).

**3.9 I did not obtain 10 ECTS in Maths or Statistics during my Bachelor Degree Programme. Is there any possibility to obtain them later?**

Unfortunately you have to possess 10 ECTS in Math and / or Statistics at the time of your application. You could try to do additional courses during your bachelor degree, which will then be listed on your transcript of records. But please contact us before to ensure that these courses will be accepted.

**3.10 What can I do if I am unable to present my Bachelor's certificate at the time of my application?**

If you have not finished your Bachelor's degree, but will do so before the end of October in the year in which you will start your Masters 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 in a non-German Bachelor Programme) or send it online to MUAS (if you are attending a German Bachelor Programme).

**3.11 My final grade is 1,3 in my bachelor diploma.**

If you fulfill all other requirements (incl. English-test) you do not have to come to the aptitude test, but will be admitted to the programme directly.

## 4. Foreign bachelor degrees

### 4.1 Is knowledge of the German language a necessary prerequisite for my application?

No, students of the Business Entrepreneurship and Digital Technology Management master do not need to prove German skills at the time of their application, as the course is entirely taught in English. However, we highly encourage accepted 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.

### 4.2 I have acquired my Bachelor's degree abroad. How can I convert my grade into the German grading system?

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

If you believe that you can fulfill all requirements please send your degree to uni-assist in order to be converted, please also see the question below.

### 4.3 How do I apply with a foreign degree?

In order to apply at Munich University of Applied Sciences (MUAS) candidates with a first degree from a non-German institute 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 to validate their degree. uni-assist is a membership corporation, which will assess your Bachelor's degree and decide if it meets the requirements for entering a Master's degree program in Germany. Please note that uni-assist charges **an administration fee** for their services (Uni-assist fees).

After this first verification process, you can apply to MUAS. You find all relevant information for your application at uni-assist on their website: <http://www.uni-assist.de/applying.html>

Please use this link to start the application process: <https://www.uniassist.de/online/?lang=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
- Proof of English knowledge
- copy of your passport
- printed and signed copy of uni-assist's application form

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

After you have received the preliminary documentation (VPD) from uni-assist please upload the following documents via <https://www.hm.edu/master-bewerbung/> to

- preliminary documentation (VPD) from uni-assist
- filled-in application form (**available from May, 2<sup>nd</sup>**)
- CV
- proof of English language skills
- bachelor degree certificate including Diploma Supplement
- transcript of records, which shows your study modules

The faculty of business administration will assess if you fulfill all requirements to enter this Masters program. If this is the case, you will be invited to an Aptitude Test, see "5. Aptitude test".

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

## **5. Aptitude Test**

### **5.1 How can I prepare myself for the aptitude test?**

The aptitude test gives you the chance to get to know our staff and ask questions regarding the programme. On the other side we want to find out your motivation to enter this programme.

A reading list with relevant literature that helps you to prepare yourself for the test will be provided on our website in advance with sufficient lead time.

### **5.2 Do I really need to visit Munich for the aptitude test?**

In general a physical presence of all invited candidates is necessary. Please contact if this leads to problems in the application process.

### **5.2 When do I get an invitation to the Aptitude Test?**

We send out invitations to the test one week in advance via email, but the dates will be announced before. See 5.3

### **5.3 When do I get to know the exact date of the test?**

Please check our [homepage](#). The aptitude test is usually between the end of June and mid-July.

### **5.4 I did not have to write a thesis in my bachelor programme. What should I bring to the aptitude test?**

Please bring another piece of academic work to the test if possible.

## **6. Student life in Munich**

### **6.1 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). More information can be found under [Living in Munich](#)

### **6.2 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](#).

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

After your matriculation, you will receive your student ID with an imprinted MVV icon. Together with your ID 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](#).

### **6.4 Are there German language courses available for foreign students of the Master Programme?**

Yes, foreign students with few or no German language skills will be given 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](#)".

### **6.5 Can you provide help in finding accommodation?**

No, unfortunately this is not possible. It is not very easy to find housing in Munich, therefore please start searching as soon as possible. Here is a website with some information

[https://www.hm.edu/en/your\\_stay\\_at\\_muas/students/fulltime/living.en.html](https://www.hm.edu/en/your_stay_at_muas/students/fulltime/living.en.html)

## **7. Obtaining missing 30 ECTS credits / Internship**

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

If you have achieved less than 210 ECTS but a minimum of 180 ECTS from six theoretical semesters you will have to obtain the missing 30 ECTS during your master studies prior to the third semester.

You can choose between doing an internship of 20 weeks or taking courses from the Bachelor Programme. Please contact the master office if you have any other questions

7.2 I did an internship before my Master Programme, can this be considered?

Unfortunately this is not possible.

If you have any other questions, please feel free to contact the master office:  
masterbuero-fk10@hm.edu