

## FAQs - Frequently Asked Questions about the Master Programme

### M.Sc. Business Administration

(updated 02<sup>nd</sup> May 2019)

Topics:

1.	Entry requirements .....	1
2.	Application.....	3
3.	Fees.....	7
4.	Foreign bachelor degrees.....	7
5.	Aptitude Test .....	7
6.	Student life in Munich .....	8
7.	Obtaining missing 30 ECTS credits / Internship.....	9

## 1. Entry requirements

### 1.1 What are the requirements?

- A Bachelor in **Business Administration studies** or studies with an equivalent content
- **Final grade “good” or better** is required, German grade: **2,5 or better**)
- At least **180 ECTS credits** out of a minimum of **six theoretical semesters** of a bachelor’s degree or diploma program is required.

Please note: If you have obtained less than 210 ECTS but a minimum of **180 ECTS** you will have to obtain the missing ECTS during your master studies prior to the third semester by doing a 20-week full-time internship.

- **Proof of good knowledge of English** by one the following tests / certificates:
  - Test of English as a Foreign Language (TOEFL) internet based at least 89 points
  - International English Language Testing System (IELTS) at least 7,0
  - Test of English for International Communication (TOEIC) at least 800
  - Cambridge First Certificate in English (FCE)
  - Cambridge Certificate of Proficiency (CPE)
  - Cambridge Advanced English (CAE)
  - Business English Certificate (BEC) Vantage
  - Evidence is made if the applicant has completed an education in English language with a high school or an university degree

- Evidence of a minimum of **20 ECTS** credits of study modules in **Economics and / or Mathematics and/or Statistics from the above mentioned Bachelor Degree** (cannot be obtained later)
- A detailed **CV**
- If you have a foreign Bachelor Degree: a **VPD (Vorprüfungsdokumentation)** from uni-assist

**1.2 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 later - until the official enrollment in October.

**1.3 For how long is my English Certificate valid?**

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

**1.4 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.

**1.5 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.

**1.6 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).

**1.7 I did not obtain 20 ECTS in Economics and / or Mathematics and/or Statistics during my Bachelor Degree Program. Is there any possibility to obtain them later?**

Unfortunately you have to possess these 20 ECTS at the time of your application. They have to be part of your Bachelor Program, ie cannot be additional courses from other universities etc.

**1.8 I will get my Bachelor's certificate after May.**

If you have not finished your Bachelor's degree, but will do so before Mid-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). You will not receive a VPD from uni-assist, but we will be informed by uni-assist.

**1.9 My final grade is 1,3 (German Grade) in my bachelor diploma.**

If you fulfill **all other requirements (including the English test)** you do not have to participate in the aptitude test, but will be admitted to the programme directly.

## 2. Application

### 2.1 When can I apply?

- Our Master Programme starts only in the winter semester, ie. at 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 begin 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).

### 2.2 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 any 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 for especially Economics, Maths and Statistics, (module descriptions if the title is clear)
- Proof of English knowledge
- Detailed CV

If you have any technical problems please contact the **Immatrikulation-Amt**, 089 1265-5000 [immatrikulation@hm.edu](mailto:immatrikulation@hm.edu)

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

	Steps	Time
1 <sup>st</sup> step:	<b>Apply via uni-assist</b> which will take up to 6 weeks	<b>Until 31<sup>st</sup> of March</b>
2 <sup>nd</sup> step:	<b>Apply online via the “<a href="#">Immatrikulationsamt</a>” at <a href="#">Munich University</a></b> of Applied Sciences	Between 2 <sup>nd</sup> and 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>	Mid-July
4 <sup>th</sup> step:	Check our online tool PRIMUSS to see if you have passed the aptitude test and are selected for the programme	August

In order to apply at Munich University of Applied Sciences (MUAS) candidates with a bachelor 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.

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

**Please submit the following documents to uni-assist, online and via post!**

- 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
- Printed and signed copy of uni-assist's application form

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

**Please submit the following documents to HM via**

<https://www.hm.edu/master-bewerbung/>: (available from May, 2<sup>nd</sup> until 31<sup>st</sup> of May.)

- Preliminary documentation (VPD) from uni-assist
- CV
- Proof of English language skills
- Bachelor degree certificate (showing your grade) including Diploma Supplement (if you have this)
- Transcript of records, which shows all your study modules and the 20 ECTS

You do not need to send a letter of motivation neither do you have to send original documents via post.

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

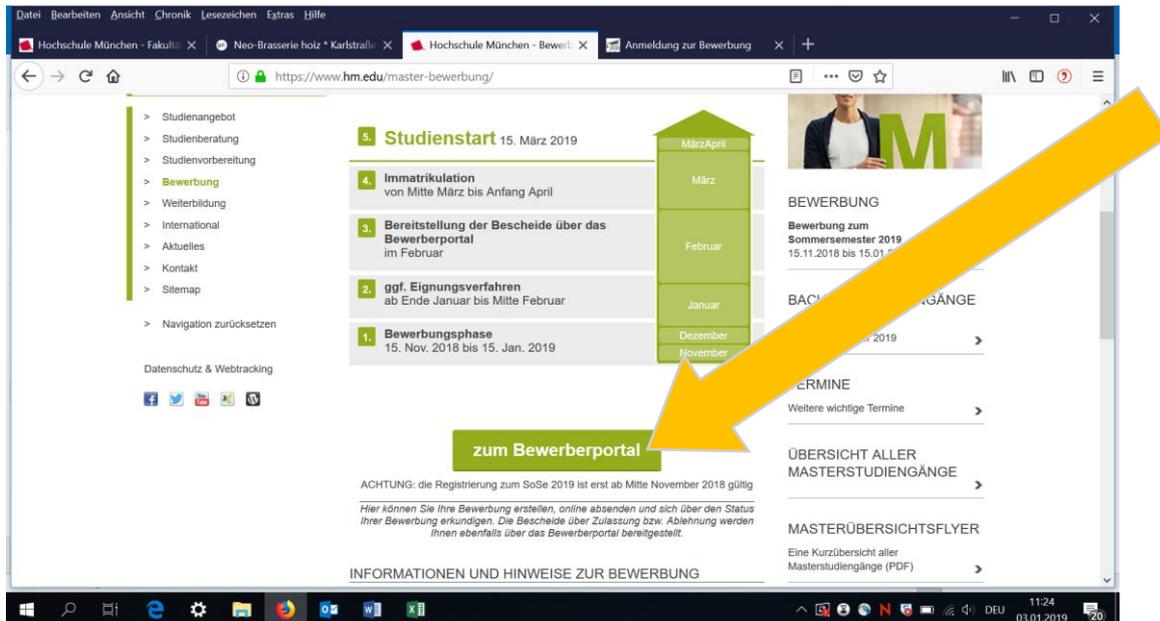
The faculty of business administration will assess if you fulfill all requirements to enter this Masters program. If this is the case, we will invite you to an Aptitude Test, see "5. Aptitude test".

Unfortunately our online application system only switches to English on the second page, so you need to do the following:

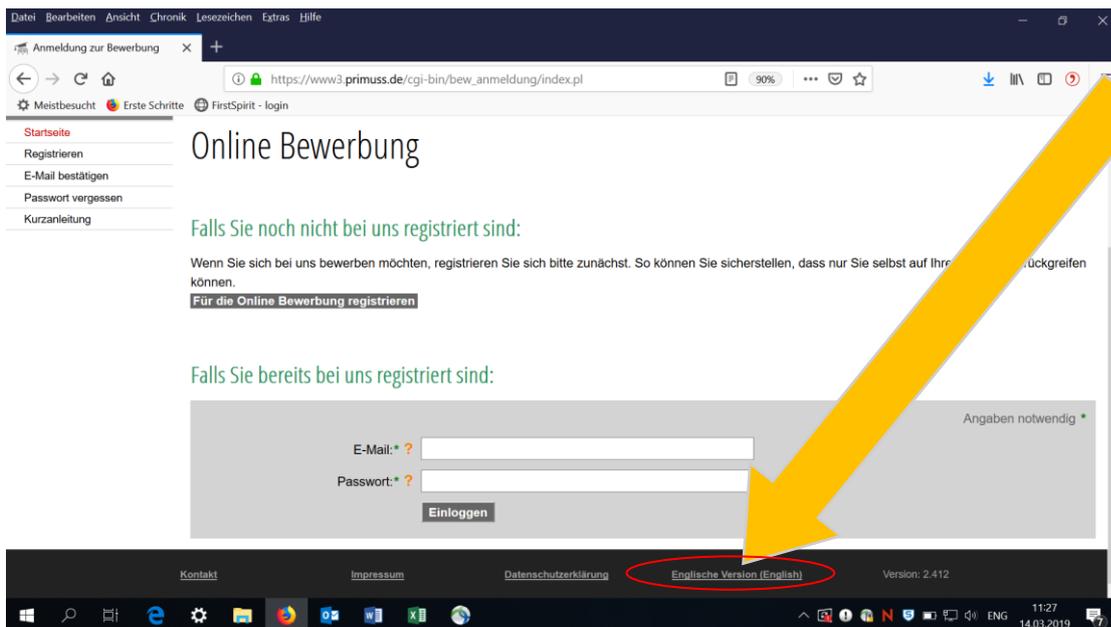
Go to

<https://www.hm.edu/master-bewerbung/>

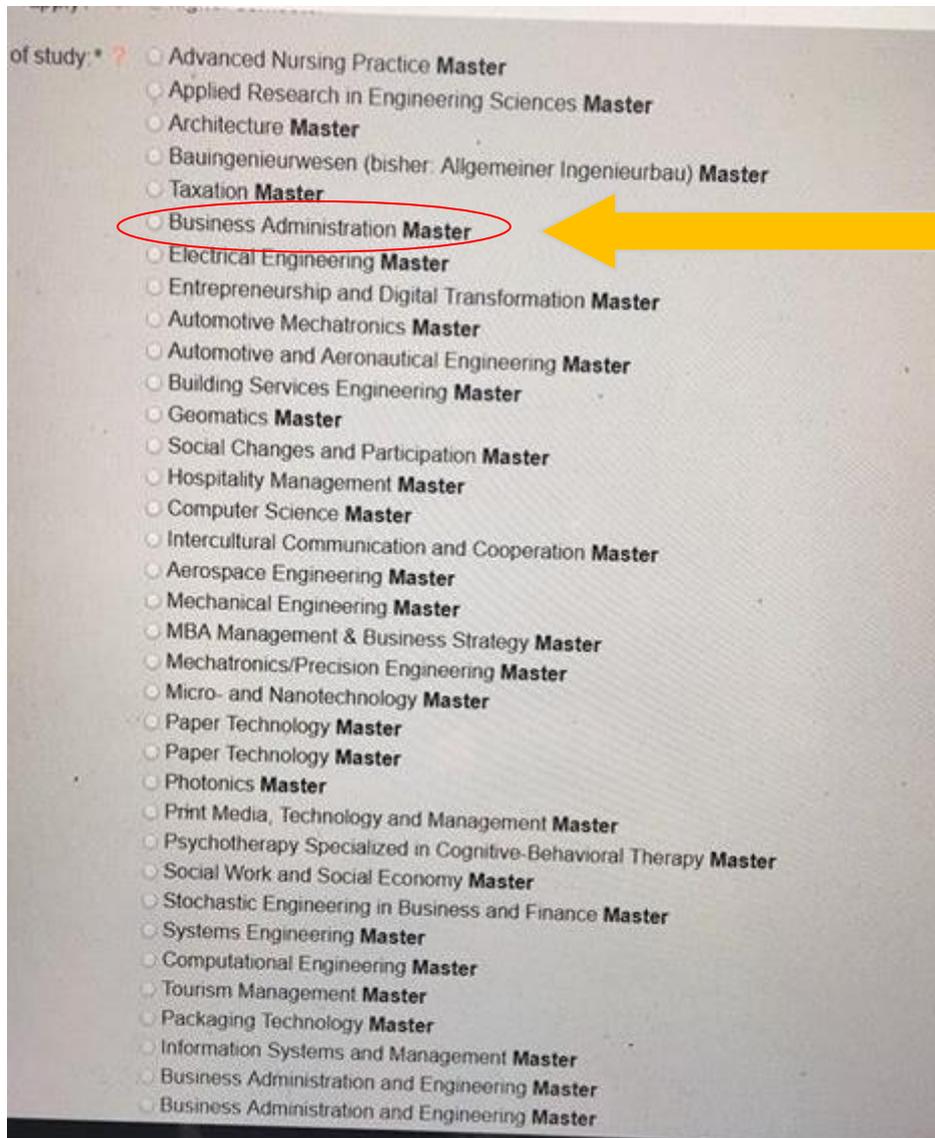
and click on “zum Bewerberportal”, please see the screenshot:



Then you get to the page, where you can change the language on the bottom.



Please select the Master **Business Administration** in the list of Masters. In the next step you can select the specialization “Digital Technology Entrepreneurship”.



## 2.5 Where can I certify my diploma?

Please check this online in your country or have a look at our website:

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

## 2.6 Is it possible to repeat my application?

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

### 3. Fees

#### 3.1 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 the FAQs on our [homepage](#).

#### 3.2 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 62 Euro and an (obligatory) additional fee of 66,50 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 via this link [Living in Munich](#)

### 4. Foreign bachelor degrees

#### 4.1 Is knowledge of the German language a necessary?

No, students of the Digital Technology Entrepreneurship specialization do not need German skills, as the course is entirely taught in English. However, 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.

#### 4.2 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 degree to uni-assist in order to be converted, please also see the question below.

### 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 come to Munich for the aptitude test?**

In general a physical presence of all invited candidates is necessary. But we might also offer Skype Interviews. Please contact the masteroffice after you are invited for the test.

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

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

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

Please check our [homepage](#). The aptitude test takes usually place in July.

## **5.5 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). Please see 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 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](#)".

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

No, unfortunately this is not possible. It is not 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 obtained less than 210 ECTS but a minimum of **180 ECTS** you will have to realize the missing ECTS during your master studies prior to the third semester by conducting a 20-week full-time internship.

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