

FAQs

Frequently Asked Questions about the Master Programme

M.Sc. Business Administration

(updated 1st February 2018)

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1. Application

1.1 When can I apply?

- This Master Programme starts on a yearly basis in the winter semester, ie. on 1st October.
- The application is possible between **2nd May and 31st May** of the year in which you would like to begin your studies.
- **Applicants with non-German bachelor degrees** have to apply **until 31st 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 2nd of May till 31st 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)
- Proof of English knowledge
- Detailed CV

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

	Steps	Time
1 st step:	Apply via uni-assist (see question 1.4 below), which will take up to 6 weeks	Until 31st of March
2 nd step:	Apply online via the “Immatrikulationsamt” at Munich University of Applied Sciences	Between 2 nd and 31 st of May
3 rd step:	If you fulfill all requirements, you will be invited to an Aptitude Test .	Mid-July
4 th step:	If you have passed the aptitude test and are selected for the programme, you will see this in our online tool.	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 via uni-assist to validate their degree

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

1.5 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/beinglaubigung.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 the FAQs 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 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 under [Living in Munich](#)

3. Entry requirements

3.1 What are the prerequisites?

- **A copy of your bachelor's degree, your diploma supplement and Transcript of Records** of your **business administration studies** or a related discipline (a final mark of "good" or better is required, **German grade: 2,5 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. This means that you have to study an additional semester.
- **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
 - 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 800
 - Cambridge First Certificate in English (FCE)
 - Cambridge Certificate of Proficiency (CPE)
 - Cambridge English: Advanced (CAE)
 - Business English Certificate (BEC) Vantage
 - Evidence is also made the applicant has completed an education in English language with a high school or an university degree

Please be aware that English courses from Bachelor degrees or high schools are not accepted nor can we accept one year abroad in an English-speaking country as a proof.

- Evidence of a minimum of **20 ECTS** credits of study modules in **Economics and / or Mathematics and/or Statistics** (cannot be obtained later)
- **A detailed CV**

3.2 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 from your English test until the official enrollment in October.

3.3 How long is my English Certificate valid?

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

3.4 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 so-called "Abschneideverfahren" (cut off treatment) applies, which implies that no rounding will be conducted and for example the grades 2.51 to 2.59 will be treated as the grade 2.5.

3.5 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.

3.6 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.

3.7 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).

3.8 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.

3.9 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 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).

3.10 My final grade is 1,3 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.

4. Foreign bachelor degrees

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

No, students of the Digital Technology Entrepreneurship master do not need to have 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 non-German 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 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 (if already available)
- 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/>

- preliminary documentation (VPD) from uni-assist
- online application (**available from May, 2nd**)
- 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 the Masteroffice if this leads to problems in the application process.

5.2 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. See 5.3

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

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

5.4 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 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

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 see the information on our homepage "obtaining missing 30 ECTS" or 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