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HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

**Regulations Governing Admission
to the Master's program in
International Business and Management**

Amended version

*Adopted by the Faculty Council of the Faculty of Business Management and Social Sciences on April 1, 2020,
approved by the University Steering Committee on April 15, 2020, approved by the Foundation Board on May 11,
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**Section 1
Scope**

- (1) These regulations govern admission to the Master's program in International Business and Management.
- (2) The admission requirements are governed by the specifications in section 2.
- (3) In the event that more applicants meet the admission requirements than there are places available, places will be allocated on the basis of the results of the university's own selection process (section 4). In the event that fewer applicants meet the admission requirements than there are places available, there will be no selection process.

**Section 2
Admission Requirements**

- (1) To qualify for admission to the Master's program in International Business and Management, the applicant must
 - a) have acquired a Bachelor degree or an equivalent qualification in economics or another suitable subject at a German university or a foreign university in one of the Bologna signatory states
 - or
 - b) have obtained an equivalent qualification in a relevant undergraduate degree subject at another foreign university; equivalence shall be determined in accordance with the evaluation recommendations of the Central Office for Foreign Education (ZAB) of the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK)
 - and
 - c) be able to demonstrate an English language proficiency equivalent to at least level C1 of the Common European Framework of Reference for Languages (CEFR), either by submitting an appropriate certificate or by passing a written language proficiency test.

The selection committee shall decide whether an undergraduate degree is technically suitable. The positive decision can be combined with the additional condition that any missing modules must be completed within two semesters. Proof is usually furnished by passing module examinations from the range of courses offered on Bachelor programs at the Faculty of Business Management and Social Sciences of Osnabrück University of Applied Sciences. The acceptance will expire if the applicant fails to submit the necessary supporting documents within one month of the end of the second semester after being admitted and is responsible for the failure to do so.

- (2) Provisional acceptance is granted to applicants who have not yet completed their undergraduate degree at the time of application to the Master's program, but who have already successfully earned at least 80% of the total credits required and are expected to complete their Bachelor degree by the end of the first semester at the latest. The acceptance will expire if the applicant fails to submit the final transcript within one month of the end of the first semester and is responsible for the failure to do so.
- (3) Applicants who have neither a German university entrance qualification nor a Bachelor degree from a German university must also provide evidence of sufficient knowledge of German corresponding to at least level A1 of the Common European Framework of Reference for Languages. Proof shall be provided by submitting a certificate or by passing a written language proficiency test.

Section 3 Commencement of Studies and Application Deadline

- (1) The Master's program in International Business and Management begins each winter semester. Online applications – including the required supporting documents specified in paragraph 3 – must be received by the university by July 15 for the winter semester. Regardless of whether citizens of non-EU countries obtained their first higher education degree within or outside the EU, their applications must have been received online by the university by April 15. The application shall only apply for the allocation of places for the respective application period.
- (2) If fewer applications than number of places available are received by July 15, additional applications may be accepted until the first lecture begins, provided that the number of applications does not exceed the number of places available. Acceptance of applications is based on receipt of an online application.
- (3) Applications must be accompanied by the supporting documents listed below:
 - a) curriculum vitae in tabular form,
 - b) proof of a higher education qualification as specified in section 2 paragraph 1 letter a) or letter b) or, if this is not yet available, confirmation of modules completed, credit points, and the average grade as specified in section 2 paragraph 2 in conjunction with section 4 paragraph 3,
 - c) proof of knowledge of the English language in as specified in section 2 paragraph 1 letter c),
 - d) where necessary, proof of knowledge of the German language as specified in section 2 paragraph 3
 - e) where available, proof of
 - experience abroad related to the degree program (study-related or subject-relevant stays abroad as part of semesters abroad, internships, summer schools, employment relationships)
 - professional experience related to the degree program
 - vocational education and training related to the degree program
 - practical activities related to the degree program
 - work during studies related to the degree program
 - volunteer work in institutions, organizations, federations, or associations in the field of international, intercultural, or socio-political cooperation
 - merit-based and subject-specific scholarships, in particular a relevant DAAD scholarship
- (4) Applications that are incomplete or do not meet the requirements regarding form or deadline will be excluded from the application process. The university will retain the submitted documents.

**Section 4
Admissions Procedure**

- (1) In the event that the number of applicants who meet the admission requirements exceeds the number of places, admission will take place on the basis of the results of the university's own selection process.
- (2) A ranking list will be established according to the points system specified in paragraph 4 on the basis of the final grade of the Bachelor degree or comparable qualification as per section 2 paragraph 1 letter a) or letter b) in combination with experience abroad related to the degree program, relevant vocational education and training, relevant professional experience, practical activities, merit-based and subject-specific scholarships, and volunteer work.
- (3) If the higher education qualification is not yet completed at the time of application, but at least 80% of the total required credits have been earned, the average grade of these graded exams will be used as the basis for the ranking list in the selection process, regardless of whether the final grade differs.
- (4) The aptitude criteria under paragraph 2 will be assessed using the following points system, and the degree of aptitude will be determined by adding the points awarded. Based on the number of points added, a ranking list will be established and the available study places will be allocated accordingly, starting with the highest number of points and working downwards. In the event of a tie, the decision will be made by lot.

Grade		Experience abroad	Relevant professional experience / vocational education and training / practical activities	Volunteer work	Scholarships
Grade	Points	Study-related or subject-relevant stays abroad as part of semesters abroad, internships, summer schools, employment relationships > 3 weeks to 3 months = 3 points > 3-6 months = 5 points > 6 months to 1 year = 6 points > 1 year = 8 points	<u>Professional experience</u> (related to the degree program > 3 months) During a dual study program = 1 point Post-training 3-6 months = 1 point 7-11 months = 2 points ≥ 12 months = 3 points Post-study 3-6 months = 2 points 7-11 months = 3 points ≥ 12 months = 4 points <u>Commercial vocational education and training</u> Full-time = 4 points During a dual study program = 3 points <u>Practical activities</u>	Volunteer work in institutions, organizations, federations, or associations in the field of international, intercultural, or socio-political cooperation 3-6 months = 4 points > 6 months = 6 points	DAAD scholarship or another merit-based and subject-specific scholarship = 3 points
1.0	66				
1.1	65				
1.2	64				
1.3	63				
1.4	62				
1.5	61				
1.6	60				
1.7	59				
1.8	58				
1.9	57				
2.0	56				
2.1	55				
2.2	54				
2.3	53				
2.4	52				
2.5	51				

2.6	50		(internship)		
2.7	49		2-5 months= 1 point		
2.8	48		6 months = 2 points		
2.9	47		> 6 months = 3 points		
3.0	46		<u>Continuous work during studies related to the degree program</u>		
3.1	45		(Work as a working student)		
3.2	44				
3.3	43		3-6 months = 2 points		
3.4	42		> 6 months = 3 points		
3.5	41				
3.6	40				
3.7	39				
3.8	38				
3.9	37				
4.0	36				
max. 66 points		max. 8 points	max. 17 points	max. 6 points	max. 3 points

- (5) Otherwise, the provisions generally applicable to enrollment set out in the university's Enrollment Regulations remain unaffected.

Section 5

Selection Committee for the Master program in International Business and Management

- (1) The Faculty of Business Management and Social Sciences forms a selection committee to prepare the selection decision.
- (2) The selection committee consists of three voting members who must be from the group of faculty or staff, and one student member in an advisory capacity. At least two members must be from the group of faculty. Members are appointed by the Faculty Council of the Faculty of Business Management and Social Sciences. Members serve two-year terms, with the student member serving a one-year term; reappointment is possible. At least two voting members of the selection committee shall constitute a quorum.
- (3) The duties of the selection committee are to:
 - a) Check admission requirements and any additional conditions
 - b) Draw up the ranking list,
 - c) Decide which applicants to admit or reject
 - d) Provide written documentation and rationale for decisions.

Section 6

Notification, Succession Procedure, Completion of the Procedure

- (1) Successful applicants will receive a written letter of acceptance from the university. This letter will specify a deadline by which the applicant must declare in writing whether or not they wish to accept the place. If no such declaration is received in proper form by the deadline, the letter of acceptance will become invalid. The letter of acceptance must draw attention to this legal consequence.
- (2) Applicants who are not accepted in the context of the selection process will receive a notice of rejection, stating their rank and the rank of the last admitted applicant. The notice of rejection must include instructions on how to appeal. It must also contain a request to state in writing within a specified period whether the application for admission should be maintained for any succession procedure. If applicants fail to submit such a declaration in proper form by the deadline, they will be excluded from the succession procedure. Reference must be made to this legal consequence.
- (3) Remaining places will be allocated by means of the ranking list (succession procedure) as per section 4 paragraph 2.
- (4) The admissions procedure will be completed two weeks after commencement of the lecture period at the latest.

Section 7

Admission to Advanced Semesters

- (1) Available places in an advanced semester of a restricted admission study program shall be allocated according to the order below, to applicants
 - a) for whom, for personal reasons, a rejection of acceptance would mean considerable hardship,
 - b) who
 - a) have been admitted for a full study place in the central allocation procedure and who are or were already enrolled for a partial study place in the same degree program at this university,
 - b) are or were already enrolled for a partial study place in the same degree program at this university,
 - c) are or were enrolled in the same degree program at another Germany university or a university in another European Union Member State or another Contracting State to the Agreement on the European Economic Area,
 - d) are or were enrolled in the same degree program at a foreign university other than those under letter cc) and who are of German nationality or are on equal terms with German nationals with respect to admissions law,
 - e) were admitted to the first semester and can be placed in an advanced semester, or
 - c) who claim any other grounds.
- (2) Within each of the groups in paragraph 1, admission shall be decided depending on social aspects – especially familial or financial aspects – that were decisive in the choice of location; in the case of identical results, the average grade. Thereafter, places will ultimately be decided by lot.

Section 8

Entry into Force

These regulations shall enter into force after their publication in the Official Gazette of Osnabrück University of Applied Sciences with effect from the beginning of the application period for the winter semester 2020/2021. The regulations of July 27, 2018 will expire at the same time.