

# HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT BERLIN

## Eligibility and Admission Regulations for the Consecutive Master's programme International Business

In Department I, Engineering I, from the 3<sup>rd</sup> of July 2013

On the basis of § 10, section 2, sentence 6 of the regulations governing admission to programmes with limited study places in Berlin universities and universities of applied sciences (the Berlin Higher Education Admissions Act – das Berliner Hochschulzulassungsgesetz – abbreviated henceforth as 'BerIHZG') in the edition from the 18<sup>th</sup> of June 2005 (Law and Official Gazette p. 393), last legally amended on the 20<sup>th</sup> of May 2011 (Law and Official Gazette p. 194), and § 17, section 1, no. 1 of the new edition of the Articles of the Hochschule für Technik und Wirtschaft Berlin regarding deviations from the regulations set out in the Berlin Higher Education Act (das Berliner Hochschulgesetz, henceforth abbreviated to 'BerIHG') (HTW Berlin Official Information Circular No. 29/09) in connection with § 10, section 5, sentence 1 of the BerIHG in the edition from the 26<sup>th</sup> of July 2011 (Law and Official Gazette p. 378), the Department Council of the Department Economics I of the Hochschule für Technik und Wirtschaft Berlin (HTW Berlin) passed the following regulations on the 3<sup>rd</sup> of July 2013<sup>1 2</sup>:

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### § 1 Application and Scope

These regulations establish the criteria and procedures for the offering of study places on the International Business Master's programme to applicants who will be enrolled in their first programme semester at HTW Berlin from summer semester 2014.

### § 2 Applicability of Selection Regulations for Consecutive Master's Programmes

The selection regulations document for consecutive Master's programmes at HTW Berlin (Auswahlordnung für Masterstudiengänge, henceforth abbreviated to 'AO-Ma') in its valid edition forms the basis of these regulations.

### § 3 Applicability of the Study and Examination Regulations for the International Business Master's Programme

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<sup>1</sup> Confirmed by the University Board of the Hochschule für Technik und Wirtschaft Berlin on the 21<sup>st</sup> of August 2013.

<sup>2</sup> Confirmed by the Berlin Senate Department for Education, Youth and Science on the 26<sup>th</sup> of August 2004

These Eligibility and Admissions Regulations for the consecutive Master's programme are supplemented by the valid edition of the Study Regulations for the International Business Master's programme and the valid edition of the Examination Regulations for the International Business Masters programme.

#### § 4 Eligibility Requirements

(1) The International Business Master's programme follows on consecutively from the International Business Bachelor's programme.

(2) Successful applicants for the Master's programme must,

- a) have successfully completed a first academic degree programme as a rule with 210 credits (as per § 3, section 1, letter a) in connection with AO-Ma § 4, section 2, letter a), final bullet)

**and**

- b) have completed either an International Business Bachelor's degree or a Master's, Bachelor's or German Diplom degree in a related subject (as per AO-Ma § 3 section 1, letter b) **and**

- c) whose content is comparable with completion of three of the four following modules from the International Business Bachelor's programme

- Corporate/Business Finance,
- Financial Accounting,
- Business Mathematics/Statistics and
- Economics

(as per AO-Ma § 3, section 2, letter a).

Proof that three of the four required modules have been studied by the applicant during his/her first degree must be provided, **as well as**

- d) evidence of "advanced knowledge of English" via the submission of a TOEFL Test with a score of at least 580 points for the written test or 237 points for the computer-based test, or via the submission of an IELTS Test with a score of 6.0 points or via the submission of a CET 6 Test with a score of 6.0 points or via comparable evidence (as per AO-Ma § 3, section 2, letter c). The results of the language test should not be more than two years old. Evidence of language aptitude is not required of applicants whose mother tongue is English. In the case of applicants who can prove that they have studied a programme conducted in English at a foreign university for at least one year, the selection committee can likewise waive the evidence of language aptitude requirement.

The selection committee shall determine comparability for points b) and c). For b), the following applies: **An applicant from a comparable programme as defined above is considered to have fulfilled these eligibility requirements if for at least 140 credits conformity with the modules of HTW Berlin's International Business Bachelor's programme is guaranteed.**

#### § 5 Application Deadline and Procedures

(1) The application form and deadline is stipulated by the AO-Ma in its respectively valid edition.

(2) Admission to the programme as per AO-Ma § 4, section 2, letter b) requires the submission of:

- a tabular overview of academic education to date, and of professional occupation;
- a statement of personal motivation to study and study aims;
- letters of recommendation from two higher education tutors.

## § 6 Selection Procedure

(1) The allocation of study places is performed according to the following selection criteria:

- a) the grade point average of the first higher education degree as factor  $X_1$  and
- b) the weighted grading of the subject from the preceding degree programme, which determines subject-specific motivation and suitability as factor  $X_2$

Selection of applicants is performed on the basis of a ranking calculated according to the following formula:

$$X = 0,60 (X_1) + 0,40 (X_2).$$

(2) As per AO-Ma § 1, section 2 and in deviation from AO-Ma § 6, section 2 and 3, the proportion of applications for the selection procedure made in accordance with AO-Ma § 6, section 1, totals 100 from one hundred. Up to five out of a hundred of the study places available may be allocated to applicants suffering hardship.

## § 7 Determination of the Degree Classification

The grading of the subject of the preceding degree programme which determines subject-specific motivation and suitability as per AO-Ma § 6, section 1, sentence 1, letter c) is performed according to the following scheme:

Degree Programmes/Subjects	Grade/Factor $X_2$
International Business	1,0
Business administration with accounting/finance specialisation	1,3
other business administration or economics	2,0
Integrated engineering and business administration	2,7

If multiple criteria are fulfilled, the degree programme/subject with the best grade will be taken for in the selection procedure. If no criteria are fulfilled, a grade of 4,0 will be entered in the selection procedure for the degree programme/subject.

## § 8 Entry into Force/Publication/Expiry

These regulations will enter into force on the day after their publication in the HTW Berlin official information circular. At the same time, the selection regulations from the 4<sup>th</sup> of September 2006 (FHTW Berlin official information circular 50/06), last amended on the 3<sup>rd</sup> of December 2008 ( HTW Berlin official information circular 02/09) will expire.