

A short guide to the admissions requirements and application process for Furtwangen University's „Innovation Engineering“ (M.Sc.) Masters programme (M.Sc.)

Please note that this is merely a summary of the most important rules in English for our international applicants' convenience.

The admission to the above programme is governed by the German document entitled *Satzung der Hochschule Furtwangen über den Zugang, die Zulassung und über das hochschuleigene Auswahlverfahren im Masterstudiengang „Innovation Engineering“ mit akademischer Abschlussprüfung (Master of Science – M.Sc.)*. This German document lays down the legally binding regulations to admission and selection. In the case of any mistakes, omissions, inconsistencies or similar between that document and this summary in English, the German version will prevail.

Language requirements

You will need both **advanced German and English** language skills if you wish to study on the Innovations Engineering Masters programme (IEM). (for details, please see the *entry requirements* section below).

Application deadlines and start of study dates

The IEM programmes recruits twice annually for a summer (March) and a winter (September) semester start.

Application deadline for a **summer semester start** is **15th January**, application deadline for a **winter semester start** is **15th July**.

How to apply

All applications for the IEM programme are submitted **online via Furtwangen University's web portal** (<https://mio.hs-furtwangen.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>).

In exceptional cases, where this is **not possible** for an applicant, Furtwangen University will assist such a candidate with their application. Please make sure to **contact us** as **early** as possible in such a case.

Formal requirements

For the **online application** process, you need to submit the **relevant form** as well as the **scanned documents listed below** in the *application documents* section.

The **originals** (or certified copies – see below) **of all the documents** listed below need to be **presented** - if your application was successful – upon **enrolment**. Without these you will not be enrolled and thus be unable to take up your place on the programme!

For any **documents** which are **not originally in German or English** you will need to submit both the original (or certified copy – see below) **AND a certified translation** into English or German.

Certifications of copies or translations (as true copies / translations of the original document) can **only** be provided **by a German government office** (or a translator officially approved by them). If you live outside of Germany, this means the Germany consulate or embassy.

Entry requirements

These are absolute, non-negotiable requirements laid down by the programme regulations. You have (and be able to document) all of these if you wish to be considered for a place on the IEM programme.

- (1) **Hochschulzugangsberechtigung (HZB = university entrance qualification)** the school leaving certificate (or similar) enabling you to attend university (for your first degree). If the original document is not in English or German, please also include a certified translation (see above).
- (2) **first / undergraduate degree** amounting to a minimum of 210 ECTS.
For the „Product Innovation“ option: in a **technical, business-technical or a maths / physics** subject.
For the „Business Innovation“ option a **(business / media) computer science** background or **business studies with documented programming / IT skills** is also possible.
- (3) **language skills:**
applicants who are not native German speakers have to have **very good German skills** (as the programme is taught in German): at least **GER C 1 / TestDaF TDN 4 / DSH 2**.
applicants who are not native English speakers have to have **very good English skills:** **paper-based TOEFL: 550 / computer-based TOEFL: 213 / internet-based TOEFL: 90 / IELTS 6 / CPE / GER B2 / HFU's School of Languages and Cultures: Level 7**

Application documents

- application form (completed online through HFU's web portal)
- a copy of the HZB plus, if the original is not in English or German, a certified translation
- a copy of your first / undergraduate degree if the original is not in English or German, a certified translation
- CV in German or English
- documentation of language skills (see above): German & English
- a letter of motivation (why do you want to attend our master programme?) in German or English (word processed, at least one and no more than two sides of A4)
- copies of any other relevant documents if applicable (e.g. letters of reference showing an applicant is particularly suited for the Innovation Engineering Masters programme)

Once you applied

Once we have received all applications and the deadline is passed, a **selection committee** will assess all applications and **compile a ranking of all applicants** on the basis of the application documents. Both your academic profile, your language skills, your motivation as well as any additional skills will be reflected.

On the basis of this ranking, **letters of admissions** will be sent to the successful applicants by our admissions office **by email from about two weeks after the application deadline** (15th January or 15th July). Therefore, please make sure that you **check the email** address you used in your application regularly! If and when you receive such a letter, it is essential that you reply and **accept your place** on the IEM programme **by the relevant deadline** as stated in the admissions letter. Otherwise your place may lapse and you may not be able to study on the programme!

We will also contact successful applicants in good time with further steps which need to be taken.

Contact & questions

If you have any further questions, please do not hesitate to contact us:

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Dean of the Masters Programme "Innovation Engineering"