

Regulations for Admissions Procedure and Test of Eligibility in Study Programmes with External Examinations

M.A. International Relations and Cultural Diplomacy, 3 Semester (IRCD-1)

M.A. International Relations and Cultural Diplomacy, 4 Semester (IRCD-2)

M.A. International Economics, Business and Cultural Diplomacy, 3 Semester (EBCD-1)

M.A. International Economics, Business and Cultural Diplomacy, 4 Semester (EBCD-2)

MBA International Economics and Cultural Diplomacy, 4 Semester (MBA)

Preamble

Any reference to offices, status and functions, as well as job and academic titles in these regulations applies equally to both women and men.

§ 1 Admission Requirements

The following are prerequisites for admission to the **IRCD-2, EBCD-2 and MBA Degree Programmes**:

- (1) A university degree (Bachelor, Master, Magister, Diplom, etc.) with a minimum requirement of 180 ECTS awarded by a university in the Anabin Databank of the Standing Conference of the Ministers of Education and Cultural Affairs, or a degree programme officially recognized by the Anabin Databank, or equivalent qualification.
- (2) Additional skills relevant to the degree programme: proficiency in written and spoken English. Proof of such proficiency is, for example, study for a minimum of one semester in an English-taught study programme, a minimum of one year's work experience in an English-speaking foreign country, or a relevant internationally recognized language test. A minimum of 60 points must be gained in the internet-based TOEFL Test (iBT) or the equivalent in other similar language tests.

The following are prerequisites for admission to the **IRCD-1 and EBCD-1 Degree Programmes**:

- (1) A university degree (Bachelor, Master, Magister, Diplom, etc.), awarded by a university in the Anabin Databank of the Standing Conference of the Ministers of Education and Cultural Affairs, or a degree programme officially recognized by the Anabin Databank, or equivalent qualification, with a requirement of either:

- 180 ECTS or a 3-year degree programme (normative time-to-degree) and a minimum of one year's work experience in a relevant field after graduation
- Or: a minimum requirement of 210 ECTS or a 4-year degree programme (normative time-to-degree).

(2) Additional skills relevant to the degree programme: proficiency in written and spoken English. Proof of such proficiency is, for example, study for a minimum of one semester in an English-taught study programme, a minimum of one year's work experience in an English-speaking foreign country, or a relevant internationally recognized language test. A minimum of 60 points must be gained in the internet-based TOEFL Test (iBT) or the equivalent in other similar language tests.

§ 2 Application Documents / Application Form

The Online Application Form for the above named programmes should be used to apply for a study place. This should be accompanied with the following documents:

- (1) Original first degree certificate or certified copy of the same, and, if the original is in a language other than English or German, a certified translation into English or German.
- (2) Curriculum Vitae in English or German.
- (3) Proof of English language proficiency adequate to enable the applicant to study in this language.
- (4) Letter of Motivation in English (1 to maximum 2 pages in length, DIN A4, typed).
- (5) If relevant for application to IRCD-1/EBCD-1: copies of employer letters of reference (in German or English, or translated).

§ 3 Application Deadlines

- (1) Application deadline is 15 July for start in winter semester and 15 January for start in summer semester. If study places are still available, applications will be considered until 2 weeks before the start of the semester.

§ 4 Selection Procedure

- (1) If the number of applicants is greater than the number of places available, study places will be assigned according to a selection procedure.
- (2) The selection procedure is based on the application documents submitted by the applicants.
- (3) In addition applicants will be interviewed by Skype or telephone in order to determine eligibility.

§ 5 Selection Criteria and the Decision-making Process

- (1) The following criteria will be evaluated:
 - a) grades (from the first degree awarded)
 - b) English language proficiency (criterion for exclusion)
 - c) work-related experience (if applicable)
 - d) selection interview to determine motivation and eligibility for the chosen study programme
- (2) Criteria “a” to “d” above will be awarded a grade from 1.0 (very good) to 5.0 (inadequate).
- (3) The selection criteria grades for each applicant will be entered in an evaluation table. The final selection grade is achieved by calculating the arithmetical average of all individual grades.
- (4) The assignment of study places will be carried out according to a ranked list based on this evaluation in accordance with § 5, paragraph 3. If applicants have identical rankings, decisions will be made by drawing lots.

§ 6 Selection Committee and Procedural Guidelines

- (1) The final decision on selection of applicants rests with the Examinations Board (cf. HFU Admissions and Examinations Regulations for External Examinations). A Selection Committee consists of a minimum of two and maximum three persons, of whom at least two are professors of Furtwangen University. The chairman is the Dean of Studies. Committee members are appointed by the Dean of Studies.
- (2) Every member of Furtwangen University who has the required expertise and personal qualifications can be appointed to the committee as a member with full voting rights.
- (3) The assignment of applicants and members of the Selection Committee will take place by drawing lots. Members of the Selection Committee who have a personal connection to any applicant or a member of his close family circle must make this known immediately to the chairman so that the applicant concerned can be assigned to another Selection Committee.

- (4) Committee members will keep a record for each applicant, documenting date, time, duration and results of the selection procedure (individual grades and selection grade). In the case of differing evaluations of eligibility by committee members with voting rights, the arithmetical average of all examiners' grades will be taken.

§ 7 Commencement

This regulation is valid initially for the study place assignment procedure in summer semester 2017. It takes effect on the day after it is made public.