



Application information for the master's degree program in International Management for applicants with foreign university degrees

The RheinMain University of Applied Sciences is a member of the uni-assist Association (Service Center for International University Applications) – www.uni-assist.de

All university applicants who earned their first university degree in a foreign country and intend to apply for a master degree program must – regardless of nationality – apply through uni-assist.

For the application please use the uni-assist online-portal:

www.uni-assist.de

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General admission requirements and information

Candidates who received their first university degree (e.g. bachelor, “diplom” certificate) in a foreign country may apply for a master degree program in Germany if their foreign degree is equivalent to a German degree.

- Proof of a foreign university degree

The foreign university degree must have been awarded by a recognized university in a foreign country. For the master degree program in International Management this first degree must normally be equivalent to a **German eight-semester bachelor’s degree**.

The admission requirements for international applications vary according to your country of origin. Please inform yourself thoroughly before applying by referring to the relevant information at:

<http://anabin.kmk.org> (only in German, official data base of "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education – ZAB))

www.uni-assist.de/en/tools/check-university-admission/ (in English)

For the evaluation of your university degree, the following documents must be included in your application:

- Final secondary school transcript with a listing of subjects and grades
- University transcript (e.g. bachelor or “diplom”) with a listing of subjects and grades

Foreign transcripts must be submitted as notarized (by a notary/lawyer or municipal office) copies.

Foreign notarizations will only be accepted when they are issued by any of the following:

- a German embassy or consulate,
- the school or university which issued the transcript,
- German notary/lawyer,
- public authorities with official seals (e.g. municipal office, city hall, mayor).

All original documents must be accompanied by a German translation (exception: English documents!).

The translation must be prepared by a state-certified translator.

Either the original translation or a notarized copy must be submitted.

Specific entrance requirements for the master's degree program in International Management

This master's program is a one-year program and is taught in English. Applicants are not required to prove German language skills, only sufficient knowledge of English.

Eligibility for admission

- Final degree (bachelor or diploma) in a degree program normally comprising eight semesters in Economics or Business Administration (University of Applied Sciences or university).
- The student's final mark (grade average) must be at least "Good" (ECTS- Grade B or Grade 2.5 in the German system).
- Sufficient knowledge of English with at least C1 level according to the Common European Framework of Reference for Languages.
Further information about the recognized examinations can be found on our website at: www.hs-rm.de/de/fachbereiche/wiesbaden-business-school/profil/english/master-degree-programs-english-proficiency-requirements/
This knowledge of English must be proved at the latest at registration by producing a relevant language certificate
- Motivation statement (approx. 1 page) which outlines the applicant's personal and professional background, as well as her/his motivation to pursue this master's degree.
- In addition, very often final selection is based on an assessment interview and test in Wiesbaden.

Application deadlines:

For admission to a winter semester: July 15

For admission to a summer semester: January 15

Country specific information:

Chinese applicants must include the original certificate of the Academic Review Board (APS) of the German Embassy in Beijing or Shanghai.

Further information is available at: www.aps.org.cn

All applicants from Mongolia must include the original certificate of the Academic Review Board (APS) of the German Embassy in Ulaanbaatar.

All applicants from Vietnam must include the original certificate of the Academic Review Board (APS) of the German Embassy in Hanoi.

Information about the uni-assist procedures

For the application you are required to use the uni-assist online-portal:

www.uni-assist.de

Please print out the online application form, sign it and send it with all the required documents to uni-assist (see the checklist on page 9).

We advise to apply well in advance so that you still have the possibility to send missing documents within the deadline if necessary.

The uni-assist application procedure will verify that your foreign degree is equivalent to a German four-year university degree. In addition, uni-assist will calculate your grade point average.

If you have not yet satisfied all of the official requirements, uni-assist will inform you and request that you submit any missing documents.

Please include your e-mail address in your application, so that uni-assist can contact you quickly and easily with any questions!

Should you fulfill all of the requirements, uni-assist will forward your application to the RheinMain University of Applied Sciences.

Any additional admission requirements of your chosen master's program (see "Specific entrance requirements for the International Business Administration master' degree program") will be evaluated by the department itself. Any decisions will be based upon your submitted documents.

ADDRESS

Please send your application to the following address:

uni-assist e.V.
D-11507 Berlin

Please always include, if possible, **your e-mail address**. If you live far away, a correspondence address in Germany would also be useful – helping to avoid long mail deliveries and enabling us to contact you more quickly! Maybe you have friends or relatives living in Germany whose address you could use?

Payment and money transfer

Valid from March 1, 2018 in one application semester these handling fees apply:

Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

- You pay **per desired course of study**. A desired course of study can be an application for a bachelor or master's course.

- Are you reapplying for a **new semester**? If so, the fee is 75.00 EUR again for the first desired study course and 30.00 EUR for every other desired course of study.
- These costs are the same for all forms of application. The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure.

Example for one application semester

University 1	
Desired course of study A	75.00 EUR
Desired course of study B	30.00 EUR
University 2	
Desired course of study C	30.00 EUR
Total	135.00 EUR

Your application to ASSIST will only be processed when payments have been made. In order to accelerate the pre-check of your application at uni-assist, please include a copy of the transfer slip from your bank with the application, indicating the date and the amount of money transferred to uni-assist.

Please transfer your fee to uni-assist's account (see below) at the same time as sending your documents:

Payee: uni-assist e.V.
 Name of bank: HypoVereinsbank
 IBAN: DE62100208900019055272
 BIC/SWIFT code: HYVEDEMM488

For "Purpose of Payment" on the transfer slip, please state your:

Citizenship
 Date of birth
 Family name and
 First name

If you transfer the money from a foreign bank account, please note that you may be required to pay an international transaction fee.

Alternatively, you can pay by credit card (VISA – or Master Card), please use the form "debit/credit card" on the next page. To do so, fill in the form and ask the holder of the card to sign it.

Payment by credit card

VISACARD
EURO / MASTERCARD

Amount in euros: _____

Card holder: _____

Card number: _____

Card Verification Value 2 (CVV2)* _____

Valid until (month/year): _____

Signature of credit card holder

****Your “Card Verification Value 2 (CVV2)” consists of the last three digits of the number on the back of your credit card near your signature!***

What happens once uni-assist forwarded your application to Hochschule RheinMain?

After a positive evaluation, uni-assist will automatically forward your application in electronic form to RheinMain Hochschule, where your admission will be decided. When your application has been accepted, your data will be transferred to our Campus Management System [HSRM COMPASS](#) and you will receive your personal access data by e-mail. This is important for the further admission process. You can check your application status under [HSRM COMPASS](#) and see further information concerning admission

Registration

After the letter of admission has been received, registration takes place at the RheinMain University of Applied Sciences.

Registration is only possible on the date printed in the admission letter.

Enrollment fees

The fees per semester are approx. 300 euros (including the fee for the ‘Studentenwerk’ which provides the student dorms, cafeterias etc. and the student ticket which allows you the free use of regional public transportation in most parts of Hesse and some places in Rhineland-Palatinate as well).

Find out more about the semester fee here:

www.hs-rm.de/en/studying-with-us/study-organization

Storage period for applications

Should you decide not to register at our university, we hereby inform you that your application materials will be kept on file by uni-assist for no longer than one year.

Your data will be stored digitally for a period of four years, during which time it will only be accessible to uni-assist and our university.

Applications which are sent directly to the RheinMain University of Applied Sciences will be destroyed one year after the application process has been completed.

Should you be admitted, you will need to show all your original documents when you register!

Further information and important addresses

Questions about the application procedure, evaluation of transcripts, DSH (German) examination:

- RheinMain University of Applied Sciences
International Office
Kurt-Schumacher-Ring 18
65197 Wiesbaden, Germany

Tel.: +49 611 9495-1573
e.mail: international@hs-rm.de
www.hs-rm.de/international

Questions about registration:

- RheinMain University of Applied Sciences
Department of Student Affairs
Kurt-Schumacher-Ring 18,
65197 Wiesbaden, Germany

Tel.: +49 611 9495-1560
e-mail: studienbuero-wiesbaden@hs-rm.de

Information and advice about studying in general, about specific degree programs and planning one's studies:

- RheinMain University of Applied Sciences
Student Advising
Kurt-Schumacher-Ring 18
65197 Wiesbaden, Germany

Tel.: +49 611 9495-1590
e-mail: studienberatung@hs-rm.de

All of the above offices can also be reached centrally through the Student Information Center (S!C) of the RheinMain University of Applied Sciences:

- RheinMain University of Applied Sciences
Student Information Center (S!C)
Lower Level (Building A)
Kurt-Schumacher-Ring 18
65197 Wiesbaden, Germany

The S!C's i-Point (information desk):

Tel.: +49 611 9495-1555
e-mail: ipunkt@hs-rm.de

Monday - Thursday: 9:00 a.m. – 3:00 p.m.
Friday: 9:00 a.m. – 1:00 p.m.

Checklist for your application paperwork

- Printed online application form from uni-assist (completed and signed)
- copies of foreign transcripts
 - final secondary school transcript with a listing of subjects and grades (simple copy)
 - university transcript (e.g. bachelor or “diplom”) with a listing of subjects and grades (notarized copy)
- Notarized copy of a certified German translation of the foreign university transcript. Only translations by state certified translators will be accepted. No translation is required for documents in English.
- TOEFL test result (see p. 2)
- Motivation statement
- Official documentation of previous periods of university study in Germany
- Copy of your passport
- Bank transfer slip documenting the payment of the application fee to uni-assist

Information on data collection

Pursuant to Article 12 of the General Data Protection Regulation (GDPR) of 24 May 2016, RheinMain University of Applied Sciences is obliged to inform applicants about the collection and processing of personal data in an automated file.

The President of RheinMain University of Applied Sciences, Prof. Detlev Reymann, Unter den Eichen 5, 65195 Wiesbaden, is responsible for data collection. The university data security officer is Prof. Jürgen Sauer, Kurt-Schumacher-Ring 18, 64197 Wiesbaden.

Within the framework of the automated admission procedure for the degree programs with restricted admission, the following personal data of the applicants will be processed and stored on the basis of § 4 *Studienplatzvergabeverordnung Hessen* (study place allocation decree of the state of Hesse) as amended:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality
- Organizational features of the foundation, in particular identification and authentication number
- Type and extent of higher education entrance qualification, date and place of acquisition
- Overall and average grades as well as individual grades of the higher education entrance qualification
- Result of the procedure
- Selected degree program
- Information on enrollment in the chosen degree program at another university
- Semesters studied at a German university
- Degree(s) obtained at a German university or abroad
- Information on and documentation of service, practical training, internships or study-related extracurricular activities, if applicable
- If applicable, documents confirming the date the certificate of vocational qualification was acquired, periods of professional activity after acquisition of the higher education entrance qualification, reasons and extent of improvement of average grade or waiting period, special social, family and economic reasons, result of the first degree and reasons for a second degree.

Data concerning applications for degree programs whose places are allocated via the dialogue-oriented service procedure are passed on to the *Stiftung für Hochschulzulassung* (University Admissions Foundation) (Annex 1 to § 1 (4) *Studienplatzvergabeverordnung Hessen StudPIVergabeVO*).

The data will be deleted in accordance with § 4 (2) of the *Studienplatzvergabeverordnung Hessen* no later than twelve months after the end of the respective semester for which the allocation procedure has been carried out.

The purpose of data processing is the allocation of study places and the preparation of admission letters and rejection notifications in the course of the respective procedure.

Within the framework of the automated admission procedure for the master's degree programs with unlimited admission, the same data as for the Master Media & Design degree program are processed and stored, based on the regulations for the allocation of study places with restricted admission.

Within the framework of the automated admission procedure for the bachelor's degree programs with unlimited admission, the following personal data of applicants will be processed and stored on the basis of § 2 of the *Hessische Immatrikulationsverordnung* (Hessian Enrollment Act) as amended:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality(s)
- Selected degree program, selected degree, selected regular semester of study
- Faculty in which the right to vote is to be exercised
- Name, address and type of previously attended or simultaneously attended other state or state-recognised higher education institutions and vocational academies in Germany and abroad, the semesters studied there with the year and semester including the semesters with leave of absence, and the respective degree programs and training courses selected at higher education institutions abroad, including the name of the country
- Results of the preliminary, intermediate, final or module examinations taken so far as well as the course certificates acquired during the course of study

- Date of acquisition, type and result of the qualification entitling the applicant to study and, in the case of acquisition in Germany, the country and district; in the case of acquisition abroad, the country in which it was acquired; if applicable, the number of semesters completed in a *Studienkolleg* (preparatory course) in Germany.
- Special knowledge and skills related to the course of study which the applicant must have when beginning the course of studies in accordance with §54 (4) of the Hessian Higher Education Act
- In the case of a degree sought in Germany, the university and the study location of the degree sought; in the case of a degree sought abroad, the country of the degree sought.

If enrollment takes place, the requested personal data will be processed and stored in automated files for the following purposes:

- student administration
- examination administration
- Preparation of voter lists (§ 35 Hessian Higher Education Act as amended on 14.12.2009; GVBI I p. 666 ff. of 23.12.2009)
- Anonymous statistical evaluations (§ 6 (2) Hessian Higher Education Act, provisions of the *Hochschulstatistikgesetz* (Higher Education Statistics Act) and *Hessisches Landesstatistikgesetz* (Hessian State Statistics Act))

The university transmits personal data of the insured students to the responsible health insurance company in accordance with § 4 of the *Studentenkrankenversicherungs-Meldeverordnung* (student health insurance registration decree (HImV § 20)).

The university transmits personal data to the library to handle lending procedures (HImV § 18).

The data will be deleted in accordance with § 15 (2) of the Hessian Enrollment Act:

- For data relating to studies at the university in accordance with § 15 (2) HImV, 60 years after the student's disenrollment.
- For all other personal data no later than twelve months after the student's disenrollment.
- For persons who do not enroll, for a summer semester by 30.09. at the latest and for a winter semester by 31.03. of the following year at the latest.

You have the right

- to ask the controller to confirm whether personal data concerning you are being processed; if this is the case, you have a right of access to this personal data and to the following information: (Art. 15 GDPR)
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
 - where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
 - the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with a supervisory authority;
 - where the personal data are not collected from the data subject, any available information as to their source;
 - the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement. (Art. 16 GDPR)
- The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies (Art. 17 GDPR):

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
 - the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
 - the personal data have been unlawfully processed
 - the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
 - the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).
- The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies (Art 18 GDPR):
 - the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
 - the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
 - the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims, or
 - the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.
 - The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.(Art 19 GDPR)
 - The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, if the processing is carried out by automated means. (Art 20 GDPR)

Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this Regulation. (Art 77, GDPR)

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her. (Art 22, GDPR)