

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

Contents:

General admission requirements and information

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

Country specific information

Information about the uni-assist process

Contact

• **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> → then check „Institutionen“ and “Hochschulabschlüsse”.

For the evaluation of your university degree, the following documents must be included in your application (see also the check list and information about notarization on page 7):

- final secondary school transcript with a listing of subjects and grades
- university transcript (e.g. bachelor or diploma) with a listing of subjects and grades
- diploma supplement, if available

• **Specific entrance requirements for the master’s 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

- **First university degree** (bachelor or diploma, not MBA or master’s degree) in International Management or a degree program normally comprising eight semesters in Economics or Business Administration: please take a look at the Regulations governing Admission to the Master’s in International Management.
- 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.
This knowledge of English must be proved at the latest at registration by producing a relevant language certificate. You have the possibility to take the Oxford Online Placement Test (OOPT) at Hochschule RheinMain. Further information about the recognized examinations and the OOPT can be found on our website at: www.hs-rm.de/de/fachbereiche/wiesbaden-business-school/profil/english/master-degree-programs-english-proficiency-requirements/
- A **one page letter** outlining the applicant’s personal and professional aptitude, as well as her/his motivation to pursue this master’s degree.
- An **interview** is always conducted if the aptitude or previous knowledge cannot be definitively assessed based on the documents submitted. This interview can be conducted online or in person in Wiesbaden

Application deadlines

Please submit your application for admission in time and as requested to uni-assist with the documents required for the uni-assist application process, in the exceptions listed (see cover page!) to RheinMain University of Applied Sciences:

Deadline!	For admission to a winter semester: July 15 For admission to a summer semester: January 15
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- **Country specific information:**

- **China**

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

- **Mongolia**

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

- **Vietnam**

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 read all the application information carefully in advance and then complete the online application. Please print out the online application form, sign it and send it with all the required documents to uni-assist (see checklist on page 7) at the following address:

uni-assist e.V.
11507 Berlin
Germany

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

In the course of the application process, uni-assist assesses whether your foreign degree is equivalent from a formal perspective to one gained at a German university over three or four years. 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 the experts' assessment be positive, uni-assist will forward your application to RheinMain University of Applied Sciences. Any additional admission requirements of your chosen master's program (see "Specific entrance requirements for the master' program International Management") will be evaluated by the admissions' board at Hochschule RheinMain. Any decisions will be based upon your submitted documents.

If uni-assist does not return a positive result regarding your admission eligibility, you may contact RheinMain University of Applied Sciences directly. Please include uni-assist's letter of rejection and explain the errors in uni-assist's expert opinion. RheinMain University of Applied Sciences will then make a decision about your admission.

If you live far away, a correspondence address in Germany (in addition to your email address) 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?

Application Fees

The fee table for application at uni-assist is as follow:

Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure.

**Your application will only be processed by uni-assist when the fee has been paid.
Please attach the transfer slip to your application!**

You will find everything you need to know about payment and fees on the uni-assist web site: www.uni-assist.de/en/how-to-apply/pay-all-fees/.

Any questions?

If you have any questions about the online application process, whether the fee has been received or the status of your application, please contact uni-assist directly. Further explanatory comments on the uni-assist process can be found at: www.uni-assist.de/kontakt.html

For all content-related questions pertaining to the application and admission requirements, please contact RheinMain University of Applied Sciences directly (for contact details see page 6 of this application information sheet).

- **Your application has been forwarded 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

See Information on data collection in the application and admission process at the RheinMain University of Applied Sciences on pages 8 – 10.

Enrollment

After the letter of admission has been received, enrollment takes place at the RheinMain University of Applied Sciences. Enrollment is only possible until the deadline 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/international-bewerbung (switch into English).

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.

- **Further information and important addresses**

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

Admissions Office / Studienbüro

Mrs Heike Eisenmenger
Mrs Laure Leuschner

tel.: +49 611 9495-1550
contact: www.hs-rm.de/kontakt-ipunkt
internet: www.hs-rm.de/international-bewerbung

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

Student Counseling Office / Zentrale Studienberatung

tel.: +49 611 9495-1555
contact: www.hs-rm.de/de/studium/information-und-beratung/kontaktformular-der-zentralen-studienberatung/
internet: www.hs-rm.de/studienberatung

For all other questions please contact the Information Desk

i-Punkt

Correspondence Address:

Hochschule RheinMain
Studierendenservice und Internationales
Postfach 3251
65022 Wiesbaden
Germany

Visiting Address:

Kurt-Schumacher-Ring Campus
Building A, ground level
Kurt-Schumacher-Ring 18
65197 Wiesbaden

Opening Hours:

Monday - Thursday: 09:00. – 15:00
Friday: 09:00. – 13:00

tel.: +49 611 9495-1555
contact: www.hs-rm.de/kontakt-ipunkt

• Checklist for your application paperwork

- Printed online application form from the uni-assist portal (completed and signed)
- Officially notarized copies* of foreign transcripts:
 - Bachelor's degree / Diploma Certificate
 - University transcript (e.g. bachelor or Diploma) with list of subjects and grades
 - Diploma Supplement, if available
- Notarized copy* of a certificated translation of the foreign education transcript in German or English.

Only translations by state certified translators* will be accepted. No translation is required for documents in English.
- One copy of secondary school leaving certificates
- Proof of German language exams notarized copy*
- Proof of additional documents for the respective master's programs
(e.g. motivation letters, proof of sufficient English language skills)
- University transcripts of previous periods of study at German universities
- Copy of your passport
- Bank transfer slip documenting the payment of the application fee to uni-assist

***Notes on notarization/translation**

Foreign transcripts must be submitted in **notarized copies**.

The following organizations and authorities are permitted to issue notarizations:

- The German diplomatic missions abroad
- The authorities and notaries authorized to notarize in their respective countries
- German notaries and courts
- Authorities who bear an official stamp: Federal authorities, state authorities,
- Municipal authorities, official churches

Translations that are simply notarized cannot be accepted!

Transcripts must always be submitted in the original language of their country of origin and additionally as a English or German **translation**.

- For translations performed in Germany the work must always be carried out by a state certified translator.
- For translations performed abroad, the work must be carried out by an authorized body that produces the equivalence of certified translations in the respective country.

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; GVBl 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)