

# **OFFICIAL ANOUNCEMENTS**

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**Regulations Governing Admission to the Master's in International Management**

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## **Announcement**

Pursuant to Art. 1 of the bylaws of RheinMain University of Applied Sciences concerning the announcement of its bylaws dated June 4, 2013 (StAnz. dated July 29, 2013, page 929) the Admission Regulations of Wiesbaden Business School's bachelor's degree program in International Management at RheinMain University of Applied Sciences are published herewith.

## **Preamble**

The Faculty Council of Wiesbaden Business School at RheinMain University of Applied Sciences passed a resolution on March 25, 2020 to supplement the Examination Regulations of the Master's degree in International Management, pursuant to Art. 44 para. 1 no. 1 of the Hessian Higher Education Act (HHG) in the version dated December 14, 2009 (GVBI. I p666 ff.), last amended by Art. 2 of the law dated December 18, 2017 (GVBI. P 482). It was concluded at the 174. meeting of the RheinMain University of Applied Sciences Senate on April 21, 2020 and approved by the President's Council on April 28, 2020 in accordance with Art. 37, para. 5 HHG.

General Provisions for Admission to  
Master's Degree Programs at RheinMain  
University of Applied Sciences

Special Provisions for Admission to the  
Master's in International Management at  
Wiesbaden Business School, RheinMain  
University of Applied Sciences

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# Art. 1 Applications and Admissions

(1) Applicants are to have earned a first degree corresponding to level 1 of the Qualifications Framework for German Higher Education Qualifications to be admitted to the degree course. This may be a *Diplom*, bachelor or comparable degree. The requirements for the first degree (knowledge and understanding, use, application and acquisition of knowledge, communication and cooperation, academic self-concept and professionalism) together with the subject-related skills are set out in the Special Provisions for Admission.

(1) The Master's in International Management (M.A.) is a consecutive degree program that builds on a first university degree and requires applicants to have certain prior knowledge to ensure successful completion. Applicants are to prove that they have already gained this prior knowledge. This is deemed to be the case if the applicants have earned a B.A. in International Management at Wiesbaden Business School, RheinMain University of Applied Sciences, or successfully completed a comparable business administration degree program. As a rule, a degree with 240 credit points is deemed comparable, if the completed degree was in business administration with a corresponding international focus and the applicant can prove that she/he has the required skills across the entire subject range of international financial management, international accounting/controlling, international marketing and international economic relations. In particular, the following competences for dealing with basic as well as complex tasks and problems in business practice and managing processes autonomously in varying business professions are required:

- Broad, integrated expert knowledge including the latest academic fundamentals within the context of challenges faced in international management and international economic contexts and relations,
- Critical understanding of the most important theories and principles in the areas of business administration and economics, as well as a very wide range of methods for handling complex problems,
- The ability to defend specialized positions and solutions to problems through argument faced with specialists and in interdisciplinary teams, and the capability to advance them while taking social, scientific, and ethical insights into account,
- Intercultural and language skills and the applicant's own international experience.

If the applicant's above-mentioned competences cannot be conclusively assessed on the basis of the submitted application documents, the admissions committee will invite the applicant for an interview. Further details are set out in Article 4 of these regulations.

(2) In the event that the applicant does not have the sufficient extent of the required competencies (up to 30 credit points), the Special Provisions may stipulate that these competencies must be acquired subsequently. If the Special Provisions provide for conditional admission in this case, the admission shall expire with effect for the future, notwithstanding Article 3 paragraph 2, if the competences are not obtained within the stipulated period.

(3) In artistic degree programs, the Special Provisions for Admission may also provide for admission to a master's program for those applicants who, in the course of an aptitude test, demonstrate a level of knowledge and proficiency equivalent to that of a first degree relevant to the degree program for which they are applying. Further details on the procedure and content of the aptitude test shall be regulated in the Special Provisions for Admission.

(4) The Special Provisions for Admission may require that a certain overall cumulative grade is achieved in the first degree.

(5) The Special Provisions for Admission determine whether it is a consecutive master's degree program or one that does not build on the preceding bachelor's degree. For the latter, the required professional experience shall be set out in the Special Provisions for Admission.

(6) Applicants are to submit a timely application in keeping with the RheinMain University of Applied Sciences application regulations in place at that time. The respective valid regulations may be found on the RheinMain University of Applied Sciences' website ([www.hs-rm.de/studienangebot](http://www.hs-rm.de/studienangebot)).

(7) To be admitted to a higher semester, the recognition of prerequisites is additionally sub-

(4) To be admitted, applicants must have achieved at least an overall cumulative grade of 2.2 in the previous university degree relevant for the admission procedure.

(5) The degree program is a consecutive master's degree.

ject to the regulations of the RheinMain University of Applied Sciences' bylaws on the recognition of degrees, (repeatable) graded course components and skills acquired outside the university - credit approval regulations – in their respective valid versions.

(8) The Special Provisions for Admission may determine that in addition to the proof of a first degree, further certificates or proof of competence are to be furnished, as described under Articles 6-7 of these regulations.

(9) In the case of degree programs with restricted admission, the admissions procedure is governed by the regulations of the study place allocation regulations of the state of Hesse in their currently valid version.

(10) The president decides on admissions.

(8) Proof of sufficient English language skills is to be furnished. Further details are set out in Article 6 of these regulations.

# **Art. 2 Recommendation for Admission**

(1) The Dean's Office may form an admissions committee for each master's degree program. If this does not occur, the respective Examination Board assumes the tasks of the admissions committee. If an admissions committee is formed, the members shall be determined in the Special Provisions for Admissions. The admissions committee must be composed of at least two persons in teaching positions. At least one professorial member must be represented on the admissions committee. The Special Provisions for Admissions may stipulate that the admissions committee may also include other members. The procedure in the admissions committee is governed by the regulations of the bylaws on the organization of examinations at RheinMain University of Applied Sciences in the currently valid version, unless otherwise stipulated in these regulations.

(2) The admissions committee decides on whether to recommend an applicant for admission based on the application documents submitted and proof that the requirements have been met and an interview pursuant to Article 4 or an aptitude test pursuant to Article 5 of these regulations.

(3) The admissions committee conducts the selection procedure and decides to the best of their judgement based on their own expertise. In doing so the applicants are not compared schematically. The results of the selection procedure are to be forwarded without delay to the President.

(1) The Dean's Office forms an admissions committee consisting of at least two professorial members of the degree program.

## **Art. 3 Conditional Admission**

(1) If the required certificates or proof of competence are not available by the decision-making date, the Special Provisions for Admission may set out that admission is granted on condition that the certificates or proof are furnished by a certain deadline, at latest by the end of the second semester.

(1) If an applicant fails to provide the final certificate of the first degree, the applicant may be admitted if recommended by the committee, on condition that the certificate with the required minimum overall grade is furnished at a later date. In this case, the last examination of the first degree program must have been taken before commencement of the first semester of the master's degree program. A maximum deadline of one semester shall be granted for submission of the certificate. Article 6 para. 1 applies for submitting proof of language skills.

(2) If the certificates or proof of competence are not submitted by the set deadline, or do not fulfill the requirements, such as a required minimum overall cumulative grade, the admission expires retrospectively.

# **Art. 4 Interview**

(1) The Special Provisions for Admission may provide for interviews to be carried out. In this case, they shall set out the circumstances which require candidates to undergo an interview. These interviews are conducted by the responsible admissions committee.

(2) In general, the invitation to attend an interview is to be issued 14 days prior to the proposed date.

(3) Interviews are conducted by the admissions committee as individual discussions and are not open to the public. Members of the dean's office and the examination board have the right to attend the interview.

(4) The content and the duration of the interview are set out in the Special Provisions for Admission.

(5) For every interview, a professorial member of the admissions committee keeps minutes that contain information in particular on the name of the participants, the length of the interview and the main points discussed.

(6) Applicants who do not accept the invitation to be interviewed are not to be recommended for admission. If the candidate is unable to attend the interview due to illness or similar reasons beyond her/his control, an alternative interview date is to be granted. The alternative date is to be scheduled shortly after the initial date, so as to avoid delaying the admission proceedings. It may not take place more than two weeks after the initial interview date. The Special Provisions for Admission determine what proof is to be furnished for the reasons for non-attendance.

(1) If the aptitude of the applicant cannot be conclusively assessed based on the basis of the submitted documents, the admissions committee will invite the applicant for an interview in order to determine the abilities of the applicant pursuant to Article 1 para. 1.

(4) The interview lasts 15 minutes per applicant. The applicant's skills in business administration and economics are tested in the interview in those areas in which it was not possible to ascertain whether the prior knowledge according to Article 1 paragraph 1 has been acquired in the previous degree and/or to answer any outstanding questions as to the applicant's professional aptitude. If, following the interview, the admissions committee determines that the candidate has major deficits in this regard, s/he is not to be admitted to the master's degree.

(6) Proof of the reasons for the candidate's non-attendance may be provided by an informal notification to the admissions committee.

## **Art. 5 Aptitude Test**

(1) The Special Provisions for Admission may also provide for an aptitude test to be carried out. In this case, they shall set out the circumstances which require candidates to take an aptitude test.

(2) The specific content and duration of the aptitude test are set out in the Special Provisions for Admission.

(3) Written minutes assessing the aptitude test are to be kept, to include in particular, the names of participants, the main content of the statements made in the aptitude test and an evaluation of these statements. These minutes may be viewed by the applicant after completion of the admissions procedure.

# **Art. 6 Language Requirements**

(1) If applicants are required to prove certain language skills, the Special Provisions for Admission provide for the type and scope of the language skills to be proven, the way in which the proof is to be furnished and when it is to be made. If the Special Provisions provide for conditional admission in this case, the admission shall expire with effect for the future, notwithstanding Article 3 paragraph 2, if proof is not provided within the stipulated period.

(2) Foreign applicants must also prove they have sufficient German language skills for studying at university. Recognizing this proof of linguistic ability is performed, as a rule, in a DSH examination held at the Language Center or an examination comparable to the DSH. For degree programs in which the language of instruction is not German, alternative arrangements for admission can be determined in the Special Provisions.

(1) To be admitted, applicants are required to prove that they have sufficient English language skills according to the C1 Proficiency level of the Common European Framework of Reference for Language Learning and Teaching. Applicants must prove that they have successfully completed a standardized language test at this level by the date of enrollment. A list of the currently recognized standardized language tests can be found on Wiesbaden Business School's website.

(2) Proof of sufficient German language skills is not necessary, as the degree course is taught in English.

## **Art. 7 Further Special Requirements**

Insofar as proof that further requirements are fulfilled is required, the type of requirements and the overall scope of the proof to be provided is set out in the Special Provisions for Admission. The Special Provisions shall regulate the time frame within which proof of the requirements must be provided.

# **Art. 8 Effective Date**

This regulation is effective as of July 19, 2016 with its publication in RheinMain University of Applied Sciences Official Announcements. The faculties' currently valid regulations governing admission shall be replaced by regulations governing admission related to these General Provisions for Admission whenever changes are made, but at the latest at the time of re-accreditation. The currently valid regulations governing admission shall continue to apply until new regulations become effective.

Wiesbaden, April 28, 2020

Prof. Dr. Stefan Jugel  
Dean of Wiesbaden Business School

This regulation is effective as of May 1, 2020 with its publication in RheinMain University of Applied Sciences Official Announcements and applies for the first time for enrollments in the 2020/21 winter semester.

Prof. Dr. MSc. Christiane Jost  
Vice-President of RheinMain University of Applied Sciences