

MASTER INTERNATIONAL BUSINESS AND FINANCE

APPLICATION INFORMATION 2024/25



1	General Information	3
2	Online Application	3
3	Application Documents	3
4	Application Period	4
5	Admission Requirements	4
	5.1. Bachelor's Degree	4
	5.2. Score	5
	5.3. VPD from uni-assist	5
	5.4. ECTS	5
	5.5. English Language Skills	6
	5.6. CV	6
	5.7. Job Experience	6
	5.8. Motivation Letter	6
6	Decision on Qualification Requirements	7
7	German Language Skills	7
8	Tuition Fees	7
9.	Scholarships and funding possibilities for foreign students	7



1. General Information

If you have any question regarding application process and admission to the IBF master program, please contact the IBF Study Program Coordinator:

- Julia Koch, phone: +49 (0) 821-5586-3950, email: Koch.Julia@tha.de

The Student Office of Augsburg Technical University of Applied Sciences (TTUAS) will help you regarding the formal and legal requirements for your application.

Contact Person:

- Manuela Wiedemann, phone: +49 (0) 821 5586-3950,
email: manuela.wiedemann@tha.de

Postal Address:

Studierendensekretariat der Technischen Hochschule Augsburg

An der Hochschule 1

86161 Augsburg

Room A 2.05, Servicepoint

Opening hours: Tuesday to Thursday 9:00 - 12:00

2. Online Application

Applications for admission to the IBF master program are submitted exclusively on the university's application portal HIS: <https://hisinone.hs-augsburg.de>

You can only use the forms provided by the Augsburg TUAS for this purpose. The application process at Augsburg TUAS is digital. Please note that all application documents must be uploaded by the end of the application deadline.

3. Application Documents

As a matter of principle, you should be able to confirm all the information in your CV with supporting documents/certificates. Please enclose the following documents with the application form that you print out after registering online:

- Overview of practical phases (duration/department) for graduates of a dual study programme.
- University entrance qualification (e.g. Abitur certificate)

- Exmatriculation certificate (if not yet available, a current enrollment certificate)
- Copy of identity card or passport
- Proof of sufficient practical experience (e.g. completed vocational training or a practical semester)
- Officially certified copy of your Bachelor's degree certificate (if not yet available, a current transcript of records including an overview of the ECTS credits you have achieved so far)

Provisional certificates are not accepted. If a certified or notarially attested copy cannot be provided, the applicant will, without exception, be excluded from the application procedure. In your own interest, we ask you to send your application to the university as early as possible.

4. Application Period

The master program IBF starts on a yearly basis in the winter term, i.e. on 1st October. The application is possible between **2nd May and 15th June** of the year in which you would like to begin your studies. The application together with the required documentation must have been received by the Augsburg TUAS on or before the last day of the application period. The deadline is a mandatory time limit.

5. Admission Requirements

The qualification requirements for admission to the IBF master program are as follows:

5.1. Bachelor's Degree

Applicants must have completed at least a Bachelor's degree in Business Management, Economics, International Management, International Business Studies, or the equivalent with a focus on business or/and finance. Please add a copy of your bachelor's degree, your diploma supplement and transcript of records of your studies.

If you have not yet completed your Bachelor's degree by the time of enrollment, admission will be granted on the condition that you successfully complete your Bachelor's degree within one year and submit the certificate within this period. In this case you would hand in a transcript of records from your current university.

5.2. Score

The Bachelor's degree must have above-average results. The grade point average for admission is 2.5 or better according to the German grading system. If you have a foreign Bachelor's degree, a preliminary review documentation (VPD) from uni-assist is required (see 5.3.).

5.3. VPD from uni-assist

In order to apply for the IBF master program, candidates with a first degree from a non-German institute will have to prove that their Bachelor's degree is equivalent to a German first degree. This means that you have to apply at first to uni-assist to validate your degree. Uni-assist is a membership corporation, which will assess your Bachelor's degree and decide if it meets the requirements for entering a Master's degree program in Germany. Augsburg TUAS conducts the admission of applicants with foreign university entrance qualifications jointly together with uni-assist, who validates all your certificates and transcripts of your educational records. Please request a so-called „preliminary review documentation“ (in German abbr. **VPD**) as soon as possible, as it can take 4 to 6 weeks to get it. The VPD shows an average grade that is used as a basis for allocating university places. Please note that uni-assist charges an administration fee for their services. After this first verification process, you can apply to Augsburg TUAS. You find all relevant information for your application at uni-assist website: www.uni-assist.de/applying

5.4. ECTS

ECTS stands for „European Credit Transfer System“ and represents a unified measure of the workload of study efforts. It is a points-based system which aims to make the education at different European universities comparable. If your Bachelor's degree was awarded on the basis of a different credit system, please provide us with the general conversion formula of your former university at the time of your application.

Applicants should have achieved at least 210 credit points in their bachelor studies. If they hold a university degree which equates to fewer than 210 credit points, but at least 180 credit points, they will be granted provisional admission to the degree program. They are admitted under the resolutive condition that the missing credit points are attained within one year of the commencement of studies. The Board of Examiners stipulates what students need to achieve academically and which exams need to be passed and checks whether the missing credit points have been attained before the third semester begins.

5.5. English Language Skills

As the language of instruction is English, verified knowledge of the English language in the categories hearing comprehension, reading comprehension, speaking and writing is essential for participating in the master program. As a consequence, an English test is mandatory for all non-native speakers (only exception US, UK) and must be submitted before the end of the application period.

Only the following English language certificates are recognized:

- **Test of English as a Foreign Language (TOEFL):** The score required is 85 points.

Only the Test Date Score is valid, MyBest Score will not be accepted.

- **International English Language Testing System (IELTS):** The score required is 7.0.

5.6. CV

Please include a short history of your activities, your professional achievements and academic accomplishments:

- Education: Top-Down chronological list (mention corresponding GPAs)
- Titel of your Bachelor Thesis
- Work Experiences: Address your relevant professional experiences, internships ...
- Computer Skills
- Language Skills: grades of your language tests (TOEFL, IELTS)
- Memberships

5.7. Job Experience

Proven relevant professional experience in the areas of finance and/or strategy in accordance with the focus of the master program is mandatory for your application. Please add job references and letters of recommendation to your application.

5.8. Motivation Letter

A 2-page letter of motivation should be included. The following questions serve as orientation:

- Why study IBF (fit to your CV...)?
- Why study in Germany?
- Why study in Augsburg?
- What kind of skills and competencies do you have and which competencies would you like to acquire?

- What do you think about ethics in business?
- What would be your contribution to the program / to your follow students?

6. Decision on Qualification Requirements

Applicants should pass the suitability test set by the Faculty of Business. The applicant's suitability is determined using a structured questionnaire. The examination board decides on the existence of the relevant qualification requirements in the course of the application process. Please understand that preliminary examinations cannot take place.

7. German Language Skills

Students of the IBF master program do not need to have German language skills at the time of their application, as the course is entirely taught in English. However, we highly encourage accepted international students to participate in the offered German language classes during their time at Augsburg TUAS. German language skills are an important asset for increasing both your living quality in Augsburg during your studies and your job opportunities after your graduation. The **Center for Languages and Intercultural Communication (ZSI)** offers German language courses on different levels for all learners of German. You will find detailed information on the website:

www.hs-augsburg.de/en/International/Languages/German-as-a-Foreign-Language

Contact person: Eva Maria Birke, Phone: +49 821 5586-2992,

email: evamaria.birke@tha.de

8. Tuition Fees

There are no tuition fees. The semester fee is 150,63 euros per term and is collected upon enrollment or re-registration. This sum is made up of the Student Services fee of 72,00 euros and the fee for the semester ticket of 78,63 euros.

You will find detailed information on:

<https://www.hs-augsburg.de/en/Re-enrollment.html>

9. Scholarships and funding possibilities for foreign students

There is a broad range of scholarships for which applicants and students can apply. In addition to financial support, some schemes also offer non-material support such as training, mentoring programs, study support meetings, etc. You can find an overview of the scholarships in the following scholarship databases.

Scholarship databases:

- Scholarship database of the German Academic Exchange Service (DAAD)
- Scholarship database of the German Federal Ministry of Education and Research (BMBF)

You will find details on:

www.tha.de/en/International/International-Degree-Students/Funding-possibilities

International Office, Contact Persons:

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