

FAQ – European Management Master’s programme (M.A.)

Technical University of Applied Sciences (TUAS) Wildau

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Application

1. How do I apply for the European Management Master’s programme?

- 1) At the following website you will find all relevant information regarding application at the TUAS Wildau: <https://en.th-wildau.de/study/application/degree-programmes/>

Please refer to the section “online application” for more information regarding

- *application with foreign school / university degree certificates*
- *application with a German university admission qualification / a German degree:*
<https://en.th-wildau.de/study/application/degree-programmes/online-application>

- 2) Please refer to the following website for *specific requirements of the European Management Master’s programme*:

<https://en.th-wildau.de/study/programmes/european-management-ma/>

- 3) Please refer to the following website if you are enrolled at another university and thus

- *applying as incoming exchange student (e.g. Erasmus+ etc.):*
<https://en.th-wildau.de/study/application/exchange-programmes/>

2. Can I simultaneously apply for more than one Master’s degree programme at TUAS Wildau?

No, a simultaneous application for more than one degree programme is not possible. You have to decide which degree programme you would like to apply for.

3. I hold a German Bachelor’s degree but I am an international student. In this case, should I send my application to uni-assist e.V. or directly to TH Wildau?

If you hold an academic degree from a German university, which is qualifying for the European Management Master’s programme, you can send your application directly to TH Wildau.

Please refer to the following website for more information regarding

- *application with foreign school / university degree certificates*
- *application with a German university admission qualification / a German degree:*
<https://en.th-wildau.de/study/application/degree-programmes/online-application>

4. I haven’t finished my Bachelor’s degree yet, can I still apply?

You may apply for admission to a Master’s degree programme even if you have not yet completed your Bachelor’s degree, provided that you will have fully completed the Bachelor’s degree before commencement of the Master’s degree programme and that all other requirements for the chosen Master’s degree programme have been met. Please refer to the following website for more details regarding general admission requirements:

<https://en.th-wildau.de/study/application/degree-programmes/admission-requirements/>

5. I'm in the final year of my Bachelor’s degree: When should I apply?

The application period for the European Management Master’s programme is from May 1st to July 15th. Please keep in mind, if you do not hold a Bachelor’s degree from a German university,

you have to send your application form to uni-assist e.V. You should hand in your application as early as possible as you have to send it by mail. This is make sure there is enough time for you to provide additional documents in case something missing.

Please have a look at the information on the following websites too:

<https://en.th-wildau.de/study/application/degree-programmes/>

<https://www.uni-assist.de/en/>

6. What is the Grade Point Average (GPA) that I will need in order to apply?

The GPA results from past application and selection/admission procedures. Therefore it is **not** determined beforehand a respective application term. The GPA depends on the final grades of the applicants' university degrees. Thus we always recommend to hand in your application. If the admission requirements are fulfilled an application will be considered in the selection procedure.

7. I have completed my Bachelor's degree which was taught 100% in English. Do I still have to provide an English language certificate?

You do not have to provide an English language certificate if you have completed a bachelor's programme which was completely taught in English (100%) and which qualifies for the European Management Master's degree programme according to the admission requirements. Other possibilities to prove the required language proficiency are as follows:

- 1) Prove of language proficiency of at least C1 level of the Common European Framework of Reference for Languages (CEFR) - not more than two years old.
- 2) Graduation from a bachelor's degree which qualifies for the European Management Master's programme and which had English language skills of at least B2 level (CEFR) as entry requirement. In addition you must prove that you have successfully completed modules in the scope of at least 40 ECTS that were fully (100%) taught in English.

8. Can I submit my application before receipt of my English language test results?

English language proficiency of at least C1 level of the CEFR is an admission requirement. Therefore a certified copy of your English language certificate must be at the students office (Sachgebiet Studentische Angelegenheiten) of TUAS Wildau by the 15th of July (cut-off deadline).

9. What kind of admission requirements apply to the European Management Master's degree programme?

Binding admission requirements are regulated within the study and examination regulations (German: Studien- und Prüfungsordnung) of the EMM programme and the admission regulations of TUAS Wildau. All binding regulations are published in the official communications (German: Amtliche Mitteilungen) of TUAS Wildau. So far these documents are published in German only:

<https://www.th-wildau.de/hochschule/aktuelles/amtliche-mitteilungen/>

General admission requirements:

General admission requirement for the European Management Master's programme is a Bachelor's degree in business, management, business law or a related field (subject to scrutiny during the selection process).

If the degree is not one of the above mentioned types, the number of credits points awarded for business/management related modules is counted. If the total is more than 50% (or more than 90 Credit Points), the degree usually is accepted.

Specific admission requirements:

In addition, you need to have C1-level proficiency in English and practical working experience in an international business environment working full-time or as an intern for at least eight weeks. Further you have to submit a motivation letter (min. 2 pages, max. 3 pages) declaring your motivation for the European Management Master's programme or your identification with the EMM programme.

The above mentioned information is available on the following website too:

<https://en.th-wildau.de/study/programmes/european-management-ma/>

10. What are the required documents which need to be submitted with my application?

- ✓ Application for enrollment
- ✓ Passport photo (please affix)
- ✓ Curriculum Vitae
- ✓ Motivation Letter
- ✓ Recommendations (if you have)
- ✓ A copy of your birth certificate and, if applicable, naturalisation certificate
- ✓ A certified copy of your university admission qualification including your average grade to one decimal place (transcript).
- ✓ Health insurance certificate and two registration forms from your health insurer for the winter semester (original) (no later than upon enrolment; not required for distance learning degree programmes)
- ✓ If applicable, certified copies of certificates for previously completed degrees (required for application to Master's degree programmes and second degrees)
- ✓ If applicable, de-registration certificate (copy, by no later than the start of the semester)
- ✓ If applicable, certificate of service (copy, to be submitted at end of service period)
- ✓ If applicable, further education qualifications (certified copies; certificate and transcript)
- ✓ English language certificate which is not more than two years old – at least C1 level of the Common European Framework of Reference for Languages (CEFR).
- ✓ German language certificate (not required but recommended)

Please check the following website for more details:

<https://en.th-wildau.de/study/application/degree-programmes/application-deadline-and-process/>

11. Do I require certification/attestation (German: Beglaubigung) of official documents that I would like to hand in with my application?

Yes, you do need to obtain certification for all documents such as your Bachelor's degree certificate and the related transcript of records. The same applies to the English language certificate.

If these documents are not written in English or German or if you hand in further documents that are not written in German or English you also have to provide certified German translations for these documents.

12. What are certified documents or certified copies of official documents (German: Beglaubigung)? And where can I get them?

The certification is an official attestation of the correctness of a document or a transcription, e.g. through certification by a notary or by another authorized authority under national law.

The website of uni-assist e.V. provides helpful information on the topic of certified copies and certified translations:

<https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>

You can also request certified copies from the following authorities (German websites only):

In Berlin: <https://service.berlin.de/dienstleistung/121701/>

In the city of Koenigs-Wusterhausen (close to TUAS Wildau):

<https://www.koenigs-wusterhausen.de/535834/beglaubigungen>

13. What kind of documents need to be certified?

Usually, only your Bachelor's degree certificate and transcripts as well as your proof of language proficiency need to be certified.

14. When will I receive information regarding the status and the outcome of my application?

TH Wildau aims to inform all applicants as early as possible. However, as the application deadline is July 15th and as all applications need to be processed before any decision regarding admission can be made, you can expect a notification by Mid July/beginning of August.

15. If I receive a letter of admission (German: Zulassungsbescheid) which I would like to accept but I cannot not be in Berlin/Wildau at the enrolment day (e.g. as I am still waiting for my student visa to be granted). What should I do?

Please contact the Student Affairs department of TUAS Wildau (German: Sachgebiet für Studentische Angelegenheiten) via email. Please do so immediately upon receipt of the letter of admission! The students office is your contact regarding all issues related to admission and enrollment. Contact details are provided in the letter of admission or in the online application portal of TUAS Wildau.

16. Who should I contact to find out more about the application process?

To find out about the current status of your application you can contact the Student Affairs department of TUAS Wildau (German: Sachgebiet für Studentische Angelegenheiten). However, please refrain from sending requests before mid-August. Only after the application period has passed and after all applications where assessed a selection can be made (see question 16).

<https://en.th-wildau.de/university/university-administration/student-affairs/>

The current status of your application is visible in the online application portal of TUAS Wildau at all times.

17. Does TUAS Wildau charge tuition fees?

There are no tuition fees for the European Management Master's programme. The university only charges semester fees (German: Semesterbeitrag) for each semester. In the winter semester 2019/20 the semester fee is 307,60 € plus 10,00 € deposit for the student ID chipcard. The semester fee includes a student semester ticket for the public transport in the Berlin-Brandenburg region.

Please check the following link for more details (German only):

<https://www.th-wildau.de/im-studium/studienorganisation-a-z/rueckmeldung/>

During your studies

1. I am enrolled at TH Wildau but due to personal reasons I cannot study now. What should I do?

Please contact the Student Affairs department (Sachgebiet Studentische Angelegenheiten).

2. If I take a break from my studies (Urlaubssemester), do I still need to pay the semester fees?

Please contact the Student Affairs department (Sachgebiet Studentische Angelegenheiten) as this question requires a consultation.

3. Examination types and resulting examination terms at TH Wildau

Due to the general regulatory framework (German: Rahmenordnung) of TUAS Wildau there are three types of examinations (FMP, SMP and KMP). These examination types are defined in terms of whether an examination takes place during the lecture period or outside of the lecture period (=during a two-week examination period). The examination types are defined as follows:

- 1) FMP (German: Feste Modulprüfung): Examination that will take place **during a two-week examination period right after the end or right before the start of a lecture period** (depending on whether it is a regular (first) examination or a second or third trial).
- 2) SMP (German: Semesterbegleitende Modulprüfung): Examination that will take place **during the lecture period**. SMP can be splitted into several smaller examinations that will take place during the lecture period. The design of the examination(s) is the responsibility of the respective teacher. He or she will present the examination scheme at the beginning of a course and semester.

Second or third trials of SMP examinations will take place during the following lecture period(s):

- either during the following semester (German: Semesterweise)
 - or during the following year (German: Matrikelweise).
- 3) KMP (German: Kombinierte Modulprüfung): Combined examination, consisting of a FMP- and one or several SMP-part(s), thus you will have to pass **several (combined) examinations** in order to finish a module/course with the examination type KMP:
 - **one or more examination(s) during the lecture period (SMP)**
 - **one examination during the examination period (FMP)**

The Rahmenordnung is published at the following website (Nr. 46/2017):

<https://www.th-wildau.de/hochschule/amtliche-mitteilungen/>

4. Can I actively postpone my examination? What do I need to do if I cannot take part in an examination due to illness? Who should I contact?

1) De-Registration from an examination

If you are registered for a module/course you will automatically be registered for the examination pertaining to that module/course. If you don't want to take part in the examination **you must actively de-register from the examination in time:**

The meaning of “in time” depends on the type of examination (see question 3):

- FMP: De-registration is possible up to three days before the examination date only.
- SMP / KMP: De-registration is possible during the first three weeks of the lecture period only.

De-registration from an examination will always cause an automatic registration for the subsequent examination.

Please refer to question no 3 “examination types and resulting examination terms” of this FAQ for a detailed explanation of each examination type!

2) Illness

If you are ill and therefore cannot take part in an examination, you have to visit a doctor to receive a **medical sickness certificate** (German: Attest or Krankschreibung).

Within a three-day time-limit (post stamp or hand-delivery) you must send/deliver the certificate to the dean’s office (German: Dekanat) of the faculty of business, computing and law. You have to include your name (readable), the name of your degree programme and the examination that you missed (name of the module/course and date of the examination). In addition you have to hand in the form “Prüfungsverhinderungsanzeige” which is available on the following website under the tab “Prüfung, Prüfungsausschuss”:

<https://www.th-wildau.de/im-studium/studienorganisation-a-z/formulare-und-antraege/>

If you are afraid the original medical sickness certificate won’t arrive in time, please contact the dean’s office to find out if you need to do anything else (e.g. sending a scanned copy to the dean’s office via email in advance). Contact details of the dean’s office are available at the following website under “Dekanat”:

<https://www.th-wildau.de/hochschule/fachbereiche/fachbereich-wirtschaft-informatik-recht/ansprechpersonen/>

5. If I fail an examination three times, what will happen?

If you fail the final (third) attempt of an examination you will lose the right to pass the examination another time, thus you will definitely fail the module/course. Exmatriculation/De-registration will follow and in general you won’t be able to enroll as a student for the same or for a similar degree programme at another university in Germany.

During your studies - stay abroad

1. If I am going abroad, do I have to pay semester fees in both universities ?

During the study-exchange, students have to pay semester fees in TH Wildau to make sure they remain registered as full time students. There might be a chance to get a refund for a part of the fees, e.g. for the semester ticket. For questions regarding full or partly refund of the semester fees please contact the paying agent of TH Wildau: [semestergebuehren\(at\)th-wildau.de](mailto:semestergebuehren(at)th-wildau.de)

Whether the university abroad will charge semester fees is subject to their regulations. So please get in touch with your contact person at the exchange university.

Exchange with the Erasmus programme:

According to the regulation of the Erasmus programme, partner universities cannot charge semester fees from exchange students. However, they are allowed to charge administrative fees.

- 2. If I fail one or two courses during the exchange period, can I take courses to compensate the missing credits when I'm back at TH Wildau? What are the term dates of these course? Do I have to study another year?**

In most cases, exchange students successfully pass all examinations. However, if you are afraid of failing an examination and not having the chance to pass another trial during your exchange semester, please contact the director of the European Management Master's programme (Prof. Rainer Stollhoff) in time in order to find a solution. Contact details are available on the following website: <https://en.th-wildau.de/study/programmes/european-management-ma/>

End of your studies

- 1. How do I receive my Master's Certificate (German: Zeugnis)?**

After you receive an email from the department of Student Affairs (German: Sachgebiet Studentische Angelegenheiten) you can personally collect your Master's certificate at the student affairs office or you can request the delivery by mail against payment of a fee.

Office hours (German: Sprechzeiten) are available at the following website (German only):

<https://www.th-wildau.de/hochschule/organisation/hochschulverwaltung/studentische-angelegenheiten/>