



## Frequently Asked Questions on the Master of Science in Business Administration at Humboldt-Universität zu Berlin

DISCLAIMER: This list of questions and answers solely serves purposes of information and is not in any way legally binding. The final decision on admission is taken exclusively on the basis of current admission statutes as well as the Berlin University law.

Admission Statutes (German):

[www.amb.hu-berlin.de/2013](http://www.amb.hu-berlin.de/2013) (Amtliches Mitteilungsblatt 15/2013)

Berlin University law (German):

[www.hu-berlin.de/ueberblick/humboldt-universitaet-zu-berlin/dokumente/berlhg/BerIHG\\_050421.pdf](http://www.hu-berlin.de/ueberblick/humboldt-universitaet-zu-berlin/dokumente/berlhg/BerIHG_050421.pdf)

## GENERAL

### **Why Master of Science in Business Administration at HU? Is this the right programme for me?**

The aim of the programme is to endow the students with the necessary scientific managerial competencies to persistently succeed in an international and rapidly changing environment. We are of the firm conviction that the broad, international, quantitative and scientific approach realised in our master's programme is the right concept to attain this goal.

### **I am interested in how human behaviour, institutional settings and markets influence entrepreneurial conduct and success. I would enjoy investigating these interrelations analytically and empirically. Is the Master of Science in Business Administration at HU the right programme for me?**

Yes.

### **During undergraduate studies, I have always considered courses in Economics and Statistics a waste of time. Is the Master of Science in Business Administration at HU the right programme for me?**

No.

### **I have never liked Mathematics, Physics and other quantitative subjects. Is the Master of Science in Business Administration at HU the right programme for me?**

No.

**How high are the tuition fees?**

There are no tuition fees apart from the approximately € 307 per semester that mainly cover the costs of using public transportation in Berlin.

**Where can I find more information on the content and structure of the master's programme?**

You will find further information at

[www.wiwi.hu-berlin.de/studium/sb/studium-en/Master%20BWL.html-en?set\\_language=en&cl=en](http://www.wiwi.hu-berlin.de/studium/sb/studium-en/Master%20BWL.html-en?set_language=en&cl=en)

and

[www.wiwi.hu-berlin.de/studium/sb/bewerbung/masterstudiengange/standardseite-en?set\\_language=en&cl=en](http://www.wiwi.hu-berlin.de/studium/sb/bewerbung/masterstudiengange/standardseite-en?set_language=en&cl=en)

**Where can I find formal regulations on admissions, examinations, etc.?**

This website contains all the relevant regulations for all degree programmes at the Humboldt School of Business and Economics:

[www.wiwi.hu-berlin.de/studium/pa/ordnungen](http://www.wiwi.hu-berlin.de/studium/pa/ordnungen) (in German)

## APPLICATION

**Where can I find the necessary application forms?**

German applicants	International applicants
<p>Please follow the described steps:</p> <p><a href="http://www.hu-berlin.de/studium/compass/wie">www.hu-berlin.de/studium/compass/wie</a></p> <p>The online application portal is activated during the application period:</p> <p><a href="http://studienplatz.hu-berlin.de/bewerbungOnline/">studienplatz.hu-berlin.de/bewerbungOnline/</a></p>	<p>You must apply via <b>uni-assist</b>, the German application service for international students (<a href="http://www.uni-assist.de">www.uni-assist.de</a>). It is not important whether you have already studied in Germany or whether you are applying directly from abroad.</p> <p><b>Exception:</b> Applicants, who have already studied at Humboldt University of Berlin, must apply directly through the international admissions office and not through uni-assist.</p> <p>For frequently asked questions on uni-assist, please refer to: <a href="http://www.uni-assist.de">www.uni-assist.de</a></p> <p>You will find an English guideline on how to write your application to HU.</p> <p>Nevertheless, you should also check the Humboldt University website mentioned in the German applicants' section for additional information.</p>

**Where do I have to send my application?**

You will be required to fill out an online form that you will find either on the websites of the HU or on uni-assist. After having filled in all the necessary details, you will be asked to print out the form. Please send the printed version by post to the address mentioned.

**Are there any application fees?**

German students do not have to pay any application fees. International students will have to pay application fees dependent on their country of origin. Please check [www.uni-assist.de/regulation-fees.html](http://www.uni-assist.de/regulation-fees.html) for information on your particular fee.

**Where can I get further formal information on the application procedure?**

If you have formal questions about the application procedure please contact:

German applicants	International applicants
Admission Master:  E-Mail: <a href="mailto:master-bewerbung@uv.hu-berlin.de">master-bewerbung@uv.hu-berlin.de</a>  Compass:  Tel.: 030 / 2093 – 70333 E-Mail: <a href="mailto:compass@hu-berlin.de">compass@hu-berlin.de</a>  opening hours:  Mo-Do 9:00-16:30 Fr 9:00-14:00	<b>Erstberatung ausländische Studierende</b>  E-Mail: <a href="mailto:erstberatung-auslaender@uv.hu-berlin.de">erstberatung-auslaender@uv.hu-berlin.de</a> Tel.: +49 30 2093-46724 Unter den Linden 6, Room 2257 Office hours: Mo: 13.00-15.00 Tue: 10.00-13.00 and 14.00-16.00 Wed: 13.00-16.00 (calls should be made outside the regular office hours)  International students <u>already studying at Humboldt University of Berlin</u> , please consult:  E-Mail: <a href="mailto:zulassung-auslaender@uv.hu-berlin.de">zulassung-auslaender@uv.hu-berlin.de</a> Unter den Linden 6, Room 1049 or 1051 Tel.: +49 30 2093-2169 or Tel.: +49 30 2093-2627

We can also recommend the following website:  
[studium.hu-berlin.de/interessierte](http://studium.hu-berlin.de/interessierte) (in German)

**When is the application deadline?**

The application deadline for courses starting in October of any year is May 31<sup>st</sup> of the same year. Applications open on May 1<sup>st</sup>.

Make sure to submit the complete documents in due time.

Application documents and submissions that are received after the deadline are not considered for the admission process!

**What are the admission requirements?**

A list of requirements can be found at:

[www.wiwi.hu-berlin.de/studium/sb/bewerbung/masterstudiengange](http://www.wiwi.hu-berlin.de/studium/sb/bewerbung/masterstudiengange) (in German)

The Faculty points out that the relevant regulations will be published in the Official Journal before beginning of application. This official publication has validity, only.

In short the requirements – subject to the consent of the Academic Senate and the Senate Administration of the state of Berlin to the admission statute of HU Berlin – are:

- undergraduate degree (or equivalent) in Business Administration or Economics
- 120 ECTS in business-related and economic subjects (including methodological disciplines and economically relevant fields of law)
- 24 ECTS in quantitative/methodological subjects (Mathematics, Statistics, Econometrics, Microeconomics).

Macroeconomics DOES NOT belong to that area.

Microeconomics as a methodological subject contains especially approaches of basic economic theory. It analyses with mathematical methods the theory of preferences, the theory of households and companies and the theory of market equilibriums. We ask you to attach module descriptions to this requirement.

Econometrics includes in general interpretations and estimation of parameters and tests of hypothesis in the multi linear model (also taking account of possible deviations of standard assumptions).

If the methodological subject is not clearly recognizable from your certificate, we recommend you to attach an official transcript of records where you can highlight conforming courses. In case of doubts, you can attach a description of content of the certain course.

**IMPORTANT:** If you are in doubt whether a course or module belongs to the methodological subject area or the title of the course or module does not make it clear that it belongs to the methodological subject area, please make sure to attach the content descriptions for the relevant classes or modules so that a content review can take place.

- at least C1 level (GER) of English proficiency
- at least B1 level (GER) of German proficiency
- GRE (Graduate Record Examination) or GMAT (Graduate Management Admission Test) score. If you do not hand in a test score, you will be assessed on the basis of the amount and quality of results you have achieved in your previous studies in methodical subjects.

### **What is the admission policy?**

At present, we have an intake of approximately 50/500. Apart from the requirements mentioned above, decisions are taken on the basis of the grade of your first degree, 51%. Furthermore, the admission commission takes into consideration your GRE (Graduate Record Examination) or GMAT (Graduate Management Admission Test) scores or – in case you do not hand in a GRE/GMAT score – their assessment of the amount and quality of your performance in methodical subjects, 49%.

### **Who has to hand in proof of language proficiency?**

Every applicant is required to hand in proof of language proficiency by way of language certificates or other evidences (see below for possible tests you may take).

### **What are the required test scores?**

All results mentioned below are equivalents:

<b>Test/Qualifikation</b>	<b>Note/grade/points</b>
Zertifikat UNICert II*	1,3
Zertifikat UNICert III*	3,0
Test of English for International Communication IELTS	6,5
Certificate of Proficiency in English CPE	A-C
Certificate in Advanced English CAE	A-C
Business Higher BEC	A-C
Cambridge First Certificate in English FCE	A
International Certificate in Financial English ICFE	C1 Pass / ~ with merits
Business Language Testing Service BULATS	75+
International Legal English Certificate ILEC	C1 Pass / ~ with merits
Test of English as a Foreign Language TOEFL	iBT 100+ / PBT 600+
London Chamber of Commerce and Industry LCCI Business English	Level 3 with distinction / Level 4 Pass
Pearson Test of English PTE Academic	62+
DAAD-Sprachzeugnis	Ø mind B, no section < C
Graduation from school, that qualifies for university entrance, in an English-Speaking country (official language English)	Graduation from school
Native language (mother tongue) English	self-declaration of the applicant and proof of birth in an English-speaking country (official language English)

Please note that international students will also have to give evidence of a B1 level (Gemeinsamer Europäischer Referenzrahmen (GER)) of German!

### **Can I have the test scores sent to HU directly by ETS/ GMAC?**

Yes.

The institution code of Humboldt University for GRE and TOEFL is 8167.

For your GMAT test score, please use the program code D1Z-41-44 for Business Administration or the program code D1Z-41-23 for Economics.

Please note that the testing institution must also comply with the application period when sending scores. The proof must have been received by the cut-off date at the latest.

### **Can I hand in material after the deadline has passed?**

If you have not received your report at the time of applying you must hand in a certificate from your examinations office confirming all the examinations you have taken so far (a minimum of 150 ECTS). Also, a list of the grades you have achieved as well as a predicted final grade. Additionally, you must hand in a document certifying that you are currently studying (including which course and which semester you are in).

A certified copy of your final degree report will have to be handed in latest by the deadline for reporting back of your first semester. This is usually in the middle of February for the winter semester but the exact dates will be published. If you do not hand in this copy by the end of the deadline, your admission will be cancelled.

Please note that language certificates must be attached to your application and will not be accepted after the deadline has lapsed!

### **Which materials do I have to hand in as application?**

You will find information concerning all documents we require (including whether we need a simple or a certified copy) when filling in the online application form. The exact requirements are tailored to you individually (nationality, country that you graduated from school, country where you received your first degree from etc.). Supporting documents usually have to be handed in German. Students with a non-German degree usually have to hand in supporting material in German or English.

### **I am already enrolled in a master's programme in Business Administration or Economics and want to transfer to HU Berlin. What do I have to do?**

If you are already enrolled in graduate studies in Business Administration or Economics and want to switch to HU Berlin, you must apply for a transfer to HU ("Bewerbung für ein höheres Fachsemester"). You cannot transfer unless you have already taken examinations at the other university. Also, you must fulfil the requirements mentioned above for regular applicants.

You must fill in an online application form within the given time (international students must apply via uni-assist!). Please send the supporting documents that you will be required to hand in to the address given in the online application form.

Please do not send us any course descriptions; we will require these only if you are offered a place at HU in order to determine which subjects can be accredited to you as already taken.

The examinations office of HU Berlin will decide which semester to enrol you in according to your academic performance so far. Please also attach a list of the examinations you have registered for in the current semester so that we can judge your level of knowledge more accurately. This is very important especially for those students applying for transfer in their second semester since they will not have taken any examinations before.

Please note that by assessing you as a higher semester there is no guarantee that the courses you have taken so far will be accredited to you. This will happen only after enrolment. Please contact the examinations office and hand in your transcript of records. At that point of time, also hand in a course description, if content is not clear from your transcript.

An application **for transfer** is possible in summer and winter term.

The application deadlines are:

01.05. to 31.05. if applying for winter term

01.12. to 15.01. if applying for summer term

Please do not exmatriculate from your old university before receiving admission from HU Berlin. As letters of admission will be sent out fairly lately, please stay enrolled at your old university until you hear from us.

If you have other urgent questions, please consult the contact persons mentioned above or following institutions:

**Questions concerning Business Administration (Master):**

E-Mail: [mscbwl@wiwi.hu-berlin.de](mailto:mscbwl@wiwi.hu-berlin.de)

**Student Advisory Center of the School of Business and Economics:**

Office: Spandauer Straße 1, D-10099 Berlin, Room 7 (ground floor)

Mrs Jeanette Bönisch, E-Mail: [boenisch@wiwi.hu-berlin.de](mailto:boenisch@wiwi.hu-berlin.de)

Student counselling: E-Mail: [wiwi-studberatung@wiwi.hu-berlin.de](mailto:wiwi-studberatung@wiwi.hu-berlin.de)

Tel: +49 30 2093-5608

Fax: +49 30 2093-5881

Office hours:

Monday, Tuesday, Thursday: 9.00-12.00

Tuesday: 13.00-15.00

Website: [www.wiwi.hu-berlin.de/studium-en/sb/standard](http://www.wiwi.hu-berlin.de/studium-en/sb/standard)